

# WESTERN BOONE COUNTY COMMUNITY SCHOOL CORPORATION

1201 N. State Road 75, Thorntown, IN 46071  
Phone: 765-482-6333 Fax: 765-482-0890

## Application for Employment

An Equal Opportunity Employer

As an equal opportunity employer we do not discriminate on the basis of race, religion, national origin, sex, age, handicap, marital status, or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purpose.

### PERSONAL INFORMATION:

Last Name	First Name	Middle Initial	Nickname	Date of Application
Street Address			Position Desired	
City	State	Zip	Home Telephone	Work Telephone

### EMPLOYMENT RECORD:

Starting with present or most recent, list all previous employers. Include self-employment and summer and part-time jobs. If more space is required, please continue on a separate sheet. You may attach a resume, but complete this application as well.

Company Name	Type of Business	Type or Classification of Job
Street Address	Phone Number	Brief Description of Job Duties
City	State	Zip
Supervisor's Name	Supervisor's Phone Number	
Base Salary	Dates Worked (from-to)	
Reason for Leaving		

Company Name	Type of Business	Type or Classification of Job
Street Address	Phone Number	Brief Description of Job Duties
City	State	Zip
Supervisor's Name	Supervisor's Phone Number	
Base Salary	Dates Worked (from-to)	
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Reason for Leaving		

**EDUCATIONAL HISTORY:**

SCHOOL NAME	LOCATION		MAJOR COURSE or SUBJECT	DATES ATTENDED		GRADUATED		DEGREE
	City	State		From	To	Yes	No	
High School								
Technical/ Trade School								
College (list all attended)								
Other Education/Training								



**OUTSIDE ACTIVITIES:**

(Exclude those indicating race, color, religion, sex, national origin, age, or handicap)

Professional memberships, certificates, or licenses held:
Past and Present civic or cultural activities - include offices held:
Principal hobbies:



**SPECIAL SKILLS:**

TO BE COMPLETED BY APPLICANT FOR OFFICE/CLERICAL WORK	TO BE COMPLETED BY APPLICANT FOR CUSTODIAL/MAINTENANCE WORK
Typing <input type="checkbox"/> YES <input type="checkbox"/> NO Words per Minute _____	Type of machines operated _____ Years Experience _____
Computer Skills Hardware: _____ Software: _____	
Please list hardware and software experience:	
Please list other skills and/or equipment/language experience you have acquired:	List other shop/production skills:
	Served apprenticeship: <input type="checkbox"/> YES <input type="checkbox"/> NO TYPE: _____

**MILITARY RECORD:**

Branch of Service: TO	FROM
Present military affiliation:  ___ NONE                      ___ RESERVE (active)                      ___ RESERVE (inactive)	
Kinds of training and duty while in service:	

**PROFESSIONAL-WORK REFERENCE:**

List two past supervisors and one person who is not related to you who have knowledge of your qualifications for the position for which you are applying.

NAME	TITLE/RELATIONSHIP	ADDRESS	PHONE (include area code)	OCCUPATION

May we contact your present employer?    \_\_\_ YES    \_\_\_ NO

Wage or salary required:

Date Available:

Have you ever been charged with or investigated for abuse or harassment of another person?    \_\_\_ YES    \_\_\_ NO    If yes, please explain:

Have you (a) ever been arrested or ever been convicted of a crime, other than a minor traffic offense; or (b) ever entered a plea of guilty or a plea of "no contest" (Nolo Contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation for any crime other than a minor traffic offense?    \_\_\_ YES    \_\_\_ NO    If yes, please explain:

Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of mishandling funds, criminal conduct, or other wrong doing?    \_\_\_ YES    \_\_\_ NO    If yes, please explain:

Name of person to notify in case of an accident: \_\_\_\_\_

I hereby certify that to the best of my knowledge and belief the foregoing statements are true, correct and complete. I further understand that this application will become a part of my permanent personnel file should I be employed by the Western Boone County Community School Corporation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_