

Western School Corporation

2600 South 600 West
 Russiaville, IN 46979
 765-883-5576

ADMINISTRATOR APPLICATION

INSTRUCTIONS: Please type or print legibly in black ink. All areas must be completed for consideration. Return completed form to the Administration Office. Applications remain on file for one (1) year.

Applicant Personal Data

| | | | |
|---|------|-----------------------------------|----------|
| Name of Applicant (last, first, middle) | | | |
| Mailing Address | City | State | Zip Code |
| Email address | | Social Security Number (optional) | |
| Telephone Number(s) | | Other Telephone Number(s) | |

Education

| | | | |
|--|----------------|-----------------|------|
| High School | City and State | Grade Average | Rank |
| College University | City and State | Years Completed | |
| Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Other: _____ | Major (s) | Minor(s) | GPA |
| College University | City and State | Years Completed | |
| Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Other: _____ | Major (s) | Minor(s) | GPA |
| College University | City and State | Years Completed | |
| Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Other: _____ | Major (s) | Minor(s) | GPA |

Teaching and Administrative Certification

| | | |
|----------------------------|-------|-----------------|
| Type of Certification Held | State | Expiration Date |
| Type of Certification Held | State | Expiration Date |
| Type of Certification Held | State | Expiration Date |

U.S. Military Experience

Branch of Service

Technical Specialization

Rank Attained

Years of Service

Administrative/Teaching/Other Work Experience (Start with Most Recent Experience)

| | | | |
|--|-------------|--|--|
| School Corporation and School/Employer | | Address | |
| Telephone Number(s) | Supervisor | May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Starting Date | Ending Date | Grade(s)/Subject(s) | |
| Reason for Leaving | | | |
| School Corporation and School/Employer | | Address | |
| Telephone Number(s) | Supervisor | May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Starting Date | Ending Date | Grade(s)/Subject(s) | |
| Reason for Leaving | | | |
| School Corporation and School/Employer | | Address | |
| Telephone Number(s) | Supervisor | May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Starting Date | Ending Date | Grade(s)/Subject(s) | |
| Reason for Leaving | | | |
| School Corporation and School/Employer | | Address | |
| Telephone Number(s) | Supervisor | May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Starting Date | Ending Date | Grade(s)/Subject(s) | |
| Reason for Leaving | | | |
| School Corporation and School/Employer | | Address | |
| Telephone Number(s) | Supervisor | May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Starting Date | Ending Date | Grade(s)/Subject(s) | |
| Reason for Leaving | | | |

References

Please list three (3) individuals we may contact who know your background and qualifications. *Do not list relatives as references.*

| | |
|---------|---------------------|
| Name | Relationship |
| Address | Telephone Number(s) |
| Name | Relationship |
| Address | Telephone Number(s) |
| Name | Relationship |
| Address | Telephone Number(s) |

Criminal Record

Have you ever been convicted of a crime other than a minor traffic violation?

Yes No

Note: A "yes" response will not necessarily eliminate you from consideration for employment

Other Information

Are you related to anyone in the employ of Western School Corporation?

Yes No

If yes, please list name, title, and school location: _____

Certification of Applicant and Authorization of Reference and/or Employment Verification

Western School Corporation is an Equal Opportunity Employer. Western ensures equal employment opportunities regardless of race, creed, color, national origin, religion, age, sexual orientation or disability. Any individual needing assistance in making application for any opening should contact Western School Corporation Administrative Offices 765-883-5576.

By submitting your application this authorizes Western to conduct an investigation of candidate pursuant to School Code to determine whether the candidate has been convicted of any criminal or drug offenses as set forth in such statute, and upon request, agrees to execute an investigation authorization form as a condition for candidate's employment. School Code also stipulates Western performs a check on the Statewide Sex Offender Database. Candidate may not be employed unless such investigations have been initiated.

I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it should be considered sufficient cause for denial of employment or discharge. I authorize the use of any information in the application to verify my statement, and I authorize past employers, all references and any other person to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such person from any liability or damaged on account of having furnished such information.

| | |
|------------------------|---------------------|
| Signature of Applicant | Date of Application |
|------------------------|---------------------|

*Please include a copy of your resume, transcript(s), and teaching/administrator license(s), if applicable.

"An Equal Opportunity Employer"

Have you ever been convicted of a felony? Yes No

If you answered yes to the above question, please explain:

With respect to your present or most recent employer, did you or have you offered a resignation from that position? With respect to that employer, were you ever considered for discipline or discharge due to your alleged conduct or misconduct? If yes, please explain the circumstances on a separate sheet and attach to this application.

Yes No

Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?

Yes No

Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of sexual contact with another person, of mishandling of funds, or of criminal conduct? (If yes, explain the circumstances on a separate sheet and attach to this application.)

Yes No

Have you ever been charged with or investigated for sexual abuse of another person?

Yes No

Have you ever been charged with, pleaded guilty or "no contest" (nolo contendere) to, or been convicted of any crime involving sexual abuse of any person or any other crime of moral turpitude? (Moral turpitude is an act of baseness, vileness, or depravity in the private and social duties which a person owes another member of society or society in general and which is contrary to the accepted rule of right and duty between persons, including, but not limited to theft, attempted theft, murder, rape, swindling and indecency with a minor.)

Yes No

Have you (a) 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 you have answered yes to any one of the previous three questions, please explain, in detail, including the date of the charge, the court action, the offense in question, and the address of the court involved:

Applicant Signature

Date

Western School Corporation

General Nondiscrimination Policy

It is the policy of Western School Corporation not to discriminate on the basis of race, creed, color, religion, sex, national or ethnic origin, age, disability, or handicap in its educational programs, activities, or services or employment practices.

Inquiries regarding compliance with this the Americans with Disability Act or Section 504 of the Handicapped Act policy and all other inquiries regarding compliance with this policy should be directed to the Superintendent of Western School Corporation 2600 S 600 W Russiaville, IN 46979, or to the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

Disabled Individuals Policy Statement

It is the policy of Western School Corporation that no qualified individual with a disability shall, on the basis of that disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, service, or activity sponsored by this school corporation.

Inquiries regarding compliance with this policy shall be directed to the Superintendent of Western School Corporation 2600 S 600 W Russiaville, IN 46979, or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

Request for Assistance

Persons who require assistance or need information regarding access to a program and the availability of special facilities are requested to write or telephone the principal of this school or Western School Corporation of Superintendent's office.

Sexual Harassment

It is the policy of Western School Corporation to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any employee of Western School Corporation to harass another employee or student through conduct or communications of a sexual nature. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities.

Reporting of Child Abuse and Usage of Controlled Substances

The Board of Education of Western School Corporation recognizes that school employees are obligated to report incidents of child abuse and usage of controlled substances on or near school property. The Superintendent shall be responsible for the development of rules concerning reporting of such incidents.