

**WHITE RIVER VALLEY SCHOOL DISTRICT**

**"Home of the Wolverines"**

5644 West State Road 54  
PO Box 1470  
Switz City, Indiana 47465

**NON-TEACHING APPLICATION**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

**POSITION APPLYING FOR:**

CUSTODIAN \_\_\_\_\_ FOOD SERVICES \_\_\_\_\_ SECRETARY/CLERICAL \_\_\_\_\_ COACH \_\_\_\_\_ AIDE \_\_\_\_\_

**RECORD OF EMPLOYMENT:**

1. EMPLOYER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
POSITION: \_\_\_\_\_  
DATES EMPLOYED: \_\_\_\_\_  
REASON FOR LEAVING: \_\_\_\_\_  
\_\_\_\_\_

2. EMPLOYER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
POSITION: \_\_\_\_\_  
DATES EMPLOYED: \_\_\_\_\_  
REASON FOR LEAVING: \_\_\_\_\_  
\_\_\_\_\_

3. EMPLOYER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
POSITION: \_\_\_\_\_  
DATES EMPLOYED: \_\_\_\_\_  
REASON FOR LEAVING: \_\_\_\_\_  
\_\_\_\_\_

**EDUCATION:**

**SCHOOL ATTENDED:**

---

---

---

---

**REFERENCES:**

1. NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_

2. NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_

3. NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_

White River Valley School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin including limited English proficiency in any employment opportunity.

## **REQUEST FOR BACKGROUND INFORMATION**

Dear Applicant:

Jobs with the White River Valley School Corporation involve contact with our student population. We ask that you complete the questions below to help us evaluate your suitability to work with these students. All applicants are expected to provide us with this information; you are not being singled out for closer inspection. This insert is part of the application itself and any misrepresentation or omission of fact may be grounds for disqualification from further consideration or for termination from employment (regardless of when the misrepresentation or omission is discovered).

The conviction of a crime or any affirmative answer provided by you on this insert is not an automatic bar to employment. The school corporation will consider the nature of any conviction or alleged conduct underlying the affirmative response, the date of the alleged conduct in question, your intervening conduct, and the relationship between the offense or alleged conduct underlying the affirmative response and the position for which you are applying.

1. If you are now working, is your conduct as an employee or the quality of your work the focus of any investigation by your current employer? YES\_\_\_\_ NO\_\_\_\_. If yes, explain the circumstances on a separate sheet and attach it to this application.
2. Have you ever resigned from a job after being disciplined by your employer or after being offered the opportunity to resign rather than be terminated?  
YES\_\_\_\_\_ NO\_\_\_\_\_. If yes, explain the circumstances on a separate sheet and attach it to this application.
3. Have you ever been investigated for, charged with, or plead guilty or "no contest" to any crime involving the sexual abuse of any person or indecency with a minor?  
YES\_\_\_\_\_ NO\_\_\_\_\_. If yes, explain the circumstances on a separate sheet and attach it to this application.
4. Have you ever been charged with a crime, other than a minor traffic offense, where the court has deferred further proceedings without entering a finding of guilt and placed you on probation or in a public service or education program? YES\_\_\_\_\_ NO\_\_\_\_\_. If yes, explain the circumstances on a separate sheet and attach it to this application.

## **AUTHORIZATION AND RELEASE**

I authorize the White River Valley School Corporation to check my employment history, including (without limitation) reference checks, and to seek the release of investigatory information, including an expanded criminal history," possessed by any private or public employer or any local, state, or federal agency. I authorize these private or public employers or local, state, or federal agencies to provide the school corporation any information they may release concerning the matters described herein, and I will cooperate to the extent necessary to obtain the release of this information.

In connection with any request for or provision of such information, I expressly waive any claims or causes of action (including without limitation, defamation, infliction of emotional distress, invasion of privacy, or interference with contractual relations) that I might otherwise have against the school corporation, its officials, employees, trustees, or agents, or against any provider of such information.

**I have read this authorization and release of all claims, and I expressly agree to the terms set out herein. In addition, the information provided in this application and attachments are true and correct to the best of my knowledge.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print your name

White River Valley School Corporation is an equal opportunity employer and will not discriminate against anyone on the basis of sex, age, race, color, natural origin, or handicap.

Approved by the White River Valley School Corporation Board of School Trustees: 4/22/10