



# Southwest Allen County Schools

4824 Homestead Road  
Fort Wayne, Indiana 46814  
Phone: (260) 431-2050 Fax: (260) 431-2058  
SACS Website: [www.sacs.k12.in.us](http://www.sacs.k12.in.us)

## **CLASSIFIED PERSONNEL APPLICATION**

### PERSONAL DATA

Name \_\_\_\_\_  
(Last) (First) (Middle) (Maiden Name/optional)

Home address \_\_\_\_\_  
(Number and Street) (City) (State) (Zip Code)

Telephone \_\_\_\_\_ Social Security # \_\_\_\_\_  
(Home) (Cell)

E-Mail Address \_\_\_\_\_

Hobbies or special interests \_\_\_\_\_

Relatives employed by SACS \_\_\_\_\_

Friends employed by SACS \_\_\_\_\_

### POSITION(S) DESIRED

- Bus Driver       Cafeteria       Coach       Instructional Assistant
- Lifeguard       Maintenance       Mild Disabilities Instructional Asst.
- Noon Monitor       Nurse       Secretary(Clerical)       Special Needs Instructional Asst.
- Other \_\_\_\_\_       Volunteer only      Willing to sub?       Yes       No

### LOCATION(S) DESIRED

- ABOITE       COVINGTON       DEER RIDGE       HAVERHILL
- LAFAYETTE MEADOWS       WHISPERING MEADOWS       TRANSPORTATION
- SUMMIT       WOODSIDE       HOMESTEAD       ADMINISTRATION BLDG.

Please list any experience you have had working with children or any special skills, training or qualification for the above position(s). \_\_\_\_\_

**EDUCATION AND TRAINING**

Name of high school \_\_\_\_\_ Location \_\_\_\_\_

College or University	Location	Dates	Major-Minor

**MILITARY SERVICE**

BRANCH OF SERVICE	DATES	TYPE OF DISCHARGE	TOTAL MILITARY TIME (YEARS & MONTHS)

**WORK EXPERIENCE PLEASE PROVIDE A RESUME TO COMPLETE WORK HISTORY**

POSITION	EMPLOYER/LOCATION	DATES	SUPERVISOR	PHONE #

**REFERENCES (List names of persons familiar with your work record, work experiences and community activities.) FOUR REFERENCES ARE REQUIRED NO RELATIVES PLEASE**

NAME	POSITION	COMPANY	PHONE #	E-MAIL
1.				
2.				
3.				
4.				

I, the undersigned, am aware that former employers will be contacted for information concerning my work with them and that personal references will be checked.

I further understand that if selected for a position, I will be employed for a training period of 90 calendar days and that, if my work is satisfactory, I will be recommended for continuation of employment.

Have you ever been convicted of a felony? Yes \_\_\_ No \_\_\_. If yes, please explain by confidential letter.

I certify that the above answers are true and complete and understand that falsification of fact on this application shall be considered sufficient cause for disqualification or dismissal.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**MSD of Southwest Allen County**  
***Employment Application Addendum***

Dear Applicant,

Each position within the Metropolitan School District of Southwest Allen County involves contact with our students. Because of the high priority we place upon the wholistic development of these students, we ask each applicant for employment to provide us with certain information. This information helps us to determine an applicant's suitability to work for our school corporation.

This addendum is part of that application process. Therefore, 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.

Having been convicted of a crime or answering "yes" to any of the following questions will not automatically bar you from employment consideration. However, the school corporation's administrators will consider the nature of any conviction or alleged conduct resulting in a "yes" response; the date of the alleged conduct; your intervening conduct; and the relationship between the offense or alleged conduct and the position for which you are applying.

1. Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer or have you offered a resignation to your previous employer?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
(If yes, please explain the circumstances on a separate sheet and attach it to this application.)
2. Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
(If yes, please explain the circumstances on a separate sheet and attach it to this application.)
3. Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of your alleged sexual contact with another person, alleged mishandling funds, or alleged criminal conduct?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
(If yes, please explain the circumstances on a separate sheet and attach it to this application.)
4. Have you ever pleaded guilty or "no contest" (*nolo contendere*) to, or been convicted of any 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 are 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 \_\_\_\_\_  
(If yes, please explain the circumstances on a separate sheet and attach it to this application.)
5. 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 yes, please explain the circumstances on a separate sheet and attach it to this application.)

## Authorization and Release

I authorize the Metropolitan School District of Southwest Allen County to check my employment history, including without limitation, reference checks, and to seek the release of investigatory information, including an "expanded criminal history" (as defined by Indiana Code 20-26-2-1.5), possessed by any private or public employer or any local, state, or federal agency. I authorize these private or public employees of 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.

I expressly waive in connection with any request for, or provision of such information, 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.

Please Print Your Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

In order to provide statistical information relative to applications for employment, we are requesting that you voluntarily complete the following information:

- Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic/Latino or Latino."
- American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American:** A person having origins in any of the Black racial groups of Africa.
- White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.