

PERSONAL REFERENCE: PLEASE PROVIDE AT LEAST THREE (3) REFERENCE

Name _____ **Mailing Address** _____ **E-Mail** _____ **Relationship** _____ **Phone Number** _____

List any additional information or experience you think would be helpful concerning your knowledge and skills related to the job for which you are applying. (Please feel free to attach your resume or use a separate sheet of paper as needed.)

EMPLOYMENT

From _____ To _____ Employer _____ Phone _____

Job Title _____ Duties _____

Supervisor's Name _____ Reason for Leaving _____

From _____ To _____ Employer _____ Phone _____

Job Title _____ Duties _____

Supervisor's Name _____ Reason for Leaving _____

From _____ To _____ Employer _____ Phone _____

Job Title _____ Duties _____

Supervisor's Name _____ Reason for Leaving _____

May we contact previous employers at the above numbers: _____ YES _____ NO

Was your name different while employed at any position above? _____ YES _____ NO

If yes, please provide your previous name: _____

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment, as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application may result in dismissal.

Signature of Applicant

Date

BACKGROUND INFORMATION STATEMENT AND RELEASE OF CLAIMS:

PLEASE READ CAREFULLY AND DO NOT SIGN UNLESS YOU UNDERSTAND AND AGREE TO EACH OF ITS PROVISIONS.

General Information

Employment with Old National Trail Inter-Local requires continued compliance with established standards of conduct. These standards are based upon the Corporation's duty to protect its students and employees and provide an example of acceptable adult behavior for its students.

The information provided in this statement is an important part of your application for employment. Any material omission in it will disqualify you from further consideration for employment or termination if you are employed.

Arrests, criminal charges and convictions will be considered based upon established administrative guidelines and qualifications standards and essential functions of the position applied for. A copy of the administrative guidelines on the use of this information is available to you upon request. An affirmative answer to a question in this background statement will not be an automatic bar to employment.

If you have any doubt about whether a particular incident or circumstance should be fully disclosed in the statement, you should err in favor of disclosing and explain the circumstance.

Pre-employment Questions

Please answer each of the following questions completely and accurately. Attach and label separate sheets of paper necessary to answer each question.

Have you ever been discharged, asked to resign from a prior position, or resigned from a prior position without being asked, but under circumstances involving your employer's investigation of an incident which could have resulted in your being discharged?
___ Yes ___ No If yes, explain the circumstances on a separate sheet and attach it to this application.

Has your conduct ever been the subject of an investigation into a violation of state or federal law? For the purpose of this question "state or federal law" includes laws prohibiting violation of civil rights, discrimination based on sex, race, disability, religion or national origin and harassment based on these characteristics.
___ Yes ___ No If yes, please explain fully and provide names of person involved, dates and status.

Have you ever been arrested for, charged with, indicated for or convicted of a crime?
___ Yes ___ No If yes, please provide the following for each incident.

- What was alleged?
- By Whom?
- Who Investigated?
- What was the result of the investigation

Have you ever been sued or named in an administrative agency complaint (such as the Equal Employment Opportunity Commission of the Indiana Civil Rights Commission) for any act related to your employment?
___ Yes ___ No If yes, please describe fully on a separate sheet.

I AFFIRM UNDER PENALTY OF PERJURY THAT INFORMATION PROVIDED BY ME IN RESPONSE TO THESE PRE-EMPLOYMENT QUESTIONS IS TRUE AND COMPLETE.

Authorization to Obtain Information

For the consideration of my application for employment by Old National Trail Inter-Local, I authorize the Director of the school corporation or his/her designee to investigate my background and employment history, including, but not limited to, inquiring as to my performance on prior jobs, reference checks and obtaining criminal history and driving history information.

I authorize my former employers, supervisors, my references and local, state and federal law enforcement agencies to cooperate fully in providing this information. I also agree to cooperate fully as necessary to obtain this information.

Signature _____ Date _____

Waiver of Claims

For consideration of my application for employment by Old National Trail Special Services Inter-Local and those providing truthful information in this process, as well as their agents, officers, attorneys and employees in their official and individual capacities, from any and all claims, demands, liabilities and causes of action including, but not limited to, a claim for the defamation, slander, libel and invasion or privacy except to the extent that they have intentionally provided false information or represent un-investigate information as verified.

TO THE APPLICANT: THIS IS A WAIVER OF CERTAIN TYPES OF CLAIMS THAT MAY NOW EXIST OR MAY LATER ARISE AGAINST PERSON AND ORGANIZATIONS INVOLVED IN THE INVESTIGATION OF YOUR BACKGROUND. DO NOT SIGN THIS DOCUMENT IF YOU DO NOT UNDERSTAND IT OR DO NOT MEAN TO AGREE TO IT IN ALL RESPECTS.

Signature _____ Date _____

(7.12.2018)

Old National Trail Special Services
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