

# Monroe-Gregg School District

135 South Chestnut Street  
Monrovia, IN 46157  
Phone (317) 996-3720  
Fax (317) 996-2977



## APPLICATION FOR PROFESSIONAL ADMINISTRATORS

### PERSONAL

Name: _____	Date: _____
Address: _____ _____	Date of Birth: _____
Telephone: _____	Licensed Teaching Areas: _____
Social Security #: _____	1) _____
Indiana Teacher Retirement #: _____	2) _____
E-Mail Address: _____	3) _____
License #: _____	Administrative Licensing Areas: _____
Expiration Date: _____	1) _____
	2) _____
	3) _____

Have you ever been previously employed by the Monroe-Gregg School District? \_\_\_\_\_

### EDUCATION (list most recent first)

College(s) Attended	Dates	Degree(s)/Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### EXPERIENCE (most recent first)

Name of School	Grade/Subject	Dates/Years
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**BACKGROUND INFORMATION:** Answer the following questions – yes or no

Are you a U.S. Citizen? \_\_\_\_\_

Are you proficient in any language(s) other than English? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list: \_\_\_\_\_

If you answer “yes” to any of the following questions, please explain:

Do you have the legal right to work and remain permanently in the U.S.? \_\_\_\_\_

Do you have relatives or close acquaintances employed in the Monroe-Gregg School District?

If yes, list names: \_\_\_\_\_

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 because you were under investigation for misconduct or has the quality of your work been questioned? \_\_\_\_\_

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

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

Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of your sexual contact with another adult or minor, of mishandling funds or criminal conduct resulting in a conviction or criminal penalty? \_\_\_\_\_

Have you ever pleaded guilty to, or been convicted of any theft or attempted theft, murder, swindling, indecency with a minor, or any other moral or sexual crimes, such as rape or child seduction? \_\_\_\_\_

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" 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? \_\_\_\_\_

Have you tested positive in the past two years for alcohol or substance abuse? \_\_\_\_\_

Has your driver license ever been suspended or revoked? \_\_\_\_\_

List any additional information you feel would be pertinent in obtaining and performing the job for which you are applying:

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Other Work or Relevant Experience(s)

Dates/Years

Reason for Leaving

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### **EXTRACURRICULAR ACTIVITIES**

List those activities in which you could assist or sponsor:

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

### **REFERENCES** (only one reference may be a friend or relative and list employee references most current first)

Name

Address

Telephone

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

### **APPLICANT COMMENTS (optional)**

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**ALL APPLICANTS MUST READ AND SIGN BELOW**

AGREEMENT:

I hereby certify that the above information to the best of my knowledge is true, accurate, and complete. Any misrepresentation or willful omissions of facts shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and records become the property of the district, which reserves the right to accept or reject it. I further agree to observe all rules, regulations, and policies of the district.

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Signature of Applicant

I hereby authorize the district to conduct work history, personal reference checks, and/or police and criminal history reports to determine my acceptability for employment. *Please note: all employees of the Monroe-Gregg School District must have a clean and clear criminal history report completed and on file before employment.*

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Signature of Applicant