

Monroe-Gregg School District

135 South Chestnut Street

P.O. Box 468

Monrovia, IN 46157

Phone (317) 996-3720

Fax (317) 996-2977



EMPLOYMENT APPLICATION FOR CLASSIFIED STAFF

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

An Equal Opportunity Employer

(Please Print or Type)

Date: _____

NAME: _____

ADDRESS: _____

HOME TELEPHONE: _____ OTHER TELEPHONE _____

SOCIAL SECURITY NUMBER: _____ BIRTH DATE: _____

SPECIFY POSITION(S) APPLIED FOR:

- | | |
|---|--|
| <input type="checkbox"/> Secretarial/Clerical | <input type="checkbox"/> Maintenance |
| <input type="checkbox"/> Substitute Teacher | <input type="checkbox"/> Bus Driver |
| <input type="checkbox"/> Teacher's Aid | <input type="checkbox"/> Mechanic |
| <input type="checkbox"/> Custodian | <input type="checkbox"/> Other (Specify) _____ |

Have you filed an application with our school district before: Yes No

If yes, give date _____ and position applied for _____

This application will remain on file for one year from the date submitted; it must be renewed yearly for future consideration. You may update your application throughout the year whenever necessary.

EDUCATION

SCHOOL	NAME	LOCATION CITY & STATE	DATES ATTENDED	DIPLOMA OR DEGREE
Last High School Attended				
Colleges or Universities				
Business or Trade Schools				
Other				

EXPERIENCE

Name & Address of Employers	Number of Years Employed	Start Date End Date	Type of Job / Job Description	Immediate Supervisor
		-		
		-		
		-		
		-		

REFERENCES

Name of Reference	Relationship Employer / Friend / Relative / Other	Contact Numbers

FOR ALL APPLICANTS:

List skills, equipment and machines you are trained, licensed or have previous experience with pertaining to the job you are applying for:

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

Briefly state what you believe you can contribute as an employee for the Monroe-Gregg School District:

Moral turpitude is an act of baseness, villages or depravity in the private and social duties which a person owes another member of 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. Have you ever been convicted of a felony or any offense involving moral turpitude?

_____ Yes _____ No. If yes, please explain

Have you ever been convicted of a felony or any offense involving moral turpitude and received probation or deferred adjudication? _____ Yes _____ No. If yes, please explain

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Why do you desire to leave your present position, or why did you leave your last position?

Have you been involuntarily terminated from employment?

_____ Yes _____ No. If yes, please give the name of the employer, the date, and the reasons for the termination

Are you aware of any reason you would not be able to perform the duties required of the position for which you are making an application? _____ Yes _____ No. If yes, please explain

FOR BUS DRIVER APPLICANTS:

Can you qualify for a public passenger license? Yes _____ No _____

Have you ever driven a school bus? Yes _____ No _____

For Whom? _____

Have you ever driven a truck larger than a pick-up? Yes _____ No _____

Driving Experience: School Bus _____ Truck _____
(Number of Years) (Number of Years)

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.

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.*

Signature of Applicant