

Rock Creek Community Academy
11525 Hwy 31
Sellersburg, IN 47172
812-246-9271

CLASSIFIED EMPLOYEE
APPLICATION FORM

Please choose all that apply:

Paraprofessional (instructional assistant) Clerical, Office Information Technology
 Maintenance Transportation Food Service School Nurse Other

Personal Information

Name (Last, First, Middle) _____

Street Address _____

City _____ State _____ Zip _____

Telephone _____ Social Security # _____

Are you presently employed? _____ Current Employer _____

If currently employed, why are you leaving your position? _____

How many days of work have you missed in the last 5 years? _____

Education Status

Check the last grade completed 9 10 11 12

College 1 2 3 4

High School Attended _____ Date: From _____ To _____

College Attended _____ Date From _____ To _____

Previous Employment (Complete record of the last five years)

From/To	Employer/Supervisor	Phone	Address	Position
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References (List the complete name and address for three adults you have known for at least three years. Do not list a relative.)

Name	Occupation	Phone	Address
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For Clerical/Office Applicants:

Do you use Word Processing? _____ yes _____ no W.P.M. _____

List other computer applications/skills:

What office machines and equipment do you operate?

For Paraprofessional Applicants:

Have you passed the PARAPRO TEST? _____ Date _____

Do you have CNA certification? _____

What experience have you had working with children _____

What experience have you had working with young handicapped people?

For School Nurse:

What license and degree do you hold?

License Number _____ Expiration Date _____

Please list the formal and informal experience and/or training you have in the area of the nursing profession. Include any experience you have working with children.

What experience have you had working with young handicapped people?

For Maintenance/Custodial:

What machinery or equipment can you operate?

Have you worked a trade? _____ What? _____

Do you have training or experience in _____ Plumbing _____ Electrical _____ Mechanical _____ Carpentry

_____ Other _____.

Please explain:

Do you have a valid driver's license? _____ yes _____ no

License Number _____

Do you presently have violation points? _____ yes _____ no

If yes, how many? _____

For Food Service:

Please list the formal and informal experience and/or training you have had in commercial or institutional food service. Including any experience you have had in the area of supervision and work with children and adults.

Transportation

Have you ever driven a bus? _____ If so, what type and capacity? _____

Name and location of School or Company _____

Have you ever worked for a school? _____ Name and location _____

Would you be willing to drive for extra school-sponsored trips or special occasions? ___yes ___no

Do you currently have a Commercial Driver's License? ___yes ___no

Does your CDL have a "S" designation? ___yes ___no

Does your CDL have a "P" designation? ___yes ___no

Have you ever taken a DOT/Drug/alcohol test? ___yes ___no

If yes, when and where was your most recent test taken?

Have you ever tested positive on a DOT Drug/Alcohol test? ___yes ___no

Information Technology

Please list all computer technology certificates you have:

Check which of the following levels you are applying for?

Network Administrator _____ System Engineer _____ Part time Technician _____

Please explain the specific experience and capabilities you have, so we can better understand how you could fit our needs:

Request for Background Information

Jobs with Rock Creek Community Academy involve contact with our student population. We ask that you complete the questions below to help us to evaluate your suitability to work with these students. All applicants for employment are expected to provide us with this information. The misrepresentation or omission of facts 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 is not an automatic bar to employment. The school will consider the nature of any conviction or alleged conduct underlying the affirmative response, the date of the alleged conduct in question, your interviewing 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 the reverse side of this sheet.
 - 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 the reverse side of this sheet.
 - 3) Have you ever been investigated for, charged with, or pleaded 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 the reverse side of this sheet.
 - 4) Have you ever been convicted of a crime other than a minor traffic offense or has any court ever deferred further proceedings without entering a finding of guilt and placed you on probation or in a public service or education program for any such crime? Yes ___ No ___
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I authorize Rock Creek to check my employment history, including without limitation, reference checks, and to seek the release of investigatory information, including a criminal history, for the fee of \$45.00. I authorize these private or public employees of local, state, or federal agencies to provide the school any information they may release concerning the matter described herein, and I will cooperate to the extent necessary to obtain the release of this information.

I 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, 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.

Signature _____ Date _____

Please print your name _____

Social Security Number _____ / _____ / _____

Please print your complete address _____

Birth Date (only for purposes of requesting Criminal History information) _____