

**NORTH HARRISON COMMUNITY SCHOOL CORPORATION**  
**1260 Highway 64 NW**  
**P.O. Box 8**  
**Ramsey, IN 47166**

“An Equal Opportunity Employer”  
**Certified Application**

Date of Application
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Applicant should read application carefully. Type or print responses. NOTE: BEFORE EMPLOYMENT, A PERSONAL INTERVIEW IS NECESSARY.

Date available to begin
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Last Name	First Name	Middle Name
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Temporary Address	City	State	Zip Code
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Temporary Address Until (Give Date)	Temporary Phone Number
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Permanent Address	City	State	Zip Code
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Telephone	Date of Birth	Social Security Number
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Have you previously applied for a position in this school system?  NO  YES If YES, give date \_\_\_\_\_

Please list the types of positions you desire, in order of preference:

(1)	(2)	(3)
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**LICENSE**

At the time of interview, one of the following, as appropriate for the position(s) you desire, must be presented: (1) a copy of currently valid Indiana certification, (2) a statement from Indiana Department of Public Instruction that you are eligible for certification (3) a statement from the certification advisor of your Indiana college or university specifying that you will be recommended by that advisor for certification.

Do you have a valid Indiana Certificate?  NO  YES If YES, please complete the following:

Kind of License(s):  Elementary  Middle/Junior High  Secondary  Other/Specify

Grade of License:  Limited  Standard  Professional

Subjects or Grades Covered:

License Serial Number	Date of Issue	Date of Expiration
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Teacher Retirement Number
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If you do not have an Indiana license, have you made application for one?  YES  NO

Do you have a valid out-of-state license?  NO  YES If YES, please complete the following:

Kind of License(s):  Elementary  Middle/Junior High  Secondary  Other/Specify

Grade of License:  Limited  Standard  Professional

Subjects or Grades Covered:

License Serial Number	Date of Issue	Date of Expiration
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Candidates who have attended out-of-state teacher training institutions and do not hold a valid Indiana Certificate should contact: TEACHER CERTIFICATION, DEPARTMENT OF EDUCATION, ROOM 229 STATE HOUSE, INDIANAPOLIS, IN 46204 - 2798

What special training or experience have you had in dealing with exceptional children?
Do you consider yourself a good disciplinarian?
List experience you have in public speaking, athletics or extra-classroom activities?
List those student activities that you are able to conduct or coach?
What contacts can you make in the community outside of school?
Note any special hobbies or personal interests:
List community activities/organizations in which you are active:

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## TRAINING

List all schools and training you have completed that you believe will help qualify you for the position you desire:

NAME OF INSTITUTION	DATES ATTENDED	TOTAL YEARS	YEAR OF GRADUATION	DEGREE

<b>MAJOR SUBJECT</b>	<b>Semester Hours</b>
<b>MINOR SUBJECT</b>	<b>Semester Hours</b>
Other subjects with 15 semester hours credit:	Do you plan to secure additional training? <input type="checkbox"/> NO <input type="checkbox"/> YES If YES, where?

**SUPERVISED TEACHING:**  
(If less than three years experience)

Subject or grade taught:

Supervising Teacher:

Training School and Address

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer or if you offered a resignation, your previous employer?  NO  YES  
If YES, explain the circumstances on a separate sheet and attach it to this application.

Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?  NO  YES If YES, explain the circumstances on a separate sheet and attach it to this application.

Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of sexual contact with another person, of mishandling of funds, or of criminal conduct?  NO  YES If YES, explain the circumstances on a separate sheet and attach it to this application.

Have you ever been charged with or investigated for sexual abuse of another person?  NO  YES

Have you ever been charged with, pleaded guilty or "no contest" (nolo contendere) to, or been convicted of any crime involving sexual abuse of any person or any other crime of moral turpitude?  NO  YES  
(Moral turpitude is an act of baseness, vileness 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 (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 a 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?  NO  YES

If you have answered YES to any one of the previous three questions, please explain, in detail, including the date of the charge, the court action, the offense in question, and the address of the court involved: (attach additional pages if necessary)

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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.

Any false or misleading information on this application shall be fully sufficient grounds to refuse to employ or, having been employed, shall be immediate cause for dismissal.

My signature below constitutes authorization to check my employment history, including without limitation, evaluations, criminal arrest and conviction record checks, reference checks, and release of investigatory information possessed by any private or public employer or any state, local or federal agency. I further authorize those persons, agencies or entities that **North Harrison Community School Corporation** contacts in connection with my employment application to fully provide **North Harrison Community School Corporation** any information on the matters set forth above. I expressly waive in connection with any request for or provision of such information, any claims, including without limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against **North Harrison Community School Corporation**, its agent and officials or against any provider of such information.

Date	Signature of Applicant
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**REFERENCES** – List individuals who can speak with authority of your preparation and experience that you believe will help qualify you for the position you desire:

NAME	MAILING ADDRESS	OCCUPATION	PHONE

**EXPERIENCE** – List in chronological order all the positions you have served in similar to the position(s) you desire:

Employing Corporation or School	Dates	Number of Months	Years of Experience	Grades or Subjects

A Placement File is available from the college or university listed here:


The number of the Placement file is:

My signature on this line \_\_\_\_\_, grants permission to obtain a copy of this file for the confidential use of this prospective employer.

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**AUTOBIOGRAPHICAL STATEMENT: Please write in your own handwriting a statement concerning any unique qualifications that may distinguish you from candidates with otherwise similar qualifications.**

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I CERTIFY THAT THE INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I GIVE PERMISSION TO THIS EMPLOYER TO SEEK INFORMATION ABOUT MY EXPERIENCE, TRAINING, AND QUALIFICATIONS FOR THE WORK I DESIRE AND GIVE PERMISSION TO EACH REFERENCE LISTED TO PROVIDE SUCH INFORMATION.

SIGNATURE OF APPLICANT: \_\_\_\_\_

THIS APPLICATION IS MADE SUBJECT TO INDIANA STATE TEACHERS' RETIREMENT FUND LAW.

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It is the policy of the North Harrison Community School Corporation not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to Superintendent's Office, P.O. Box 8, Ramsey, Indiana 47166, or to the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

MAIL THIS COMPLETED APPLICATION WITH **ORIGINAL SIGNATURES** TO:  
 Superintendent, North Harrison Community School Corporation  
 P.O. Box 8, Ramsey, Indiana 47166