

DELAWARE COMMUNITY SCHOOLS
ADMINISTRATIVE OFFICE
7821 STATE ROAD 3 NORTH
MUNCIE, IN 47303
765-284-5074
ADMINISTRATOR APPLICATION

POSITION APPLYING FOR: _____

APPLICATION DATE:

NAME: _____

ADDRESS: _____
Street City State Zip

PHONE NUMBER: () _____

SOCIAL SECURITY NUMBER: (optional) - -

TEACHER RETIREMENT NUMBER: _____

DO YOU HAVE A VALID INDIANA ADMINISTRATOR CERTIFICATE:

Yes No Have Applied

ARE YOU PRESENTLY TEACHING: YES NO

ARE YOU PRESENTLY AN ADMINISTRATOR: YES NO

ARE YOU UNDER CONTRACT FOR THE COMING SCHOOL YEAR: YES NO

EDUCATIONAL BACKGROUND:
(please enclose a transcript of all college work)

Type of School	Name and Location	Years Attended	Degree Type	Degree Year
High School				
Undergraduate				
Graduate				

TEACHING AND ADMINISTRATIVE INDIANA CERTIFICATION:
(PLEASE ENCLOSE A COPY OF EACH LICENSE HELD)

Type(s) of Certification Held	State	Expiration Date

PLEASE ENCLOSE A CURRENT RESUME

EXPERIENCE: (please list in chronological order schools in which you have taught and your administrative experience, most recent first)

School Name, City	Grade/Subject or Administrative Level	Dates: (From - To)	Immediate Supervisor

PLEASE LIST OTHER QUALIFICATIONS AND/OR EXPERIENCES THAT ENHANCE WORKING WITH CHILDREN:

DO YOU HAVE RELATIVES OR FRIENDS IN OUR EMPLOY? (PLEASE LIST)

HAVE YOU SERVED ON ACTIVE DUTY IN THE U.S. ARMED FORCES? YES NO

DATES OF ACTIVE DUTY: From _____ To _____

DATE AND TYPE OF DISCHARGE: _____

REFERENCES: (please include at least three individuals who can attest to your character, effectiveness and professional ability as it relates to the position of administrator)

Name	Address	Phone Number	Position

Waiver

I hereby certify that the information found within this application has been provided voluntarily and I waive any right to assert discrimination on the basis of that which has been divulged.

I hereby authorize all persons, firms, corporations, educational institutions, and organizations of any kind to release to the DELAWARE COMMUNITY SCHOOL CORPORATION any and all information, files, or records pertaining to application, and to permit inspection, and to furnish copies of any documents pertinent to this application. I further authorize any and all persons in any capacity to answer any and all questions in any form that may be submitted to them concerning this application.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also, that I am required to abide by all rules and regulations of the Delaware Community School Corporation.

The information submitted on this application is accurate to the best of my knowledge. I understand that my application will be retained in current files for a period of one year.

_____ Date _____
Applicant signature

DELAWARE COMMUNITY SCHOOL CORPORATION
7821 STATE ROAD 3 NORTH
MUNCIE, IN 47303

EMPLOYMENT APPLICATION ADDENDUM

Have you ever been convicted of a felony? Yes No

If you answered yes to the above question, please explain: _____

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?

Yes No (If yes, explain the circumstances on a separate sheet and attach to this application.)

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

Yes No

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?

Yes No (If yes, explain the circumstances on a separate sheet and attach to this application.)

Have you ever been charged with or investigated for sexual abuse of another person?

Yes No

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? (Moral turpitude is an act of baseness, vileness, or depravity in the private and social duties which a person owes another member of society or 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.)

Yes No

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 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?

Yes No

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:

Conviction of a crime is not an automatic bar to employment. The Corporation 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 the Delaware Community School Corporation contacts in connection with my employment application to fully provide the Delaware 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 limitations, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against the Delaware Community School Corporation, its agents and officials or against any provider of such information.

Printed Name

Signature of Applicant

Date

PUBLIC NOTICE

POLICY NOTIFICATION STATEMENT GENERAL NONDISCRIMINATION POLICY

It is the policy of Delaware Community School Corporation not to discriminate on the basis of race, creed, color, religion, sex, national or ethnic origin, age, disability, or handicap in its educational programs, activities or services or employment practices.

Inquiries regarding compliance with this the Americans with Disability Act or Section 504 of the Handicapped Act policy should be directed to the Assistant Superintendent of Schools. All other inquiries regarding compliance with this policy should be directed to the Superintendent of Schools of Delaware Community School Corporation, 7821 State Road 3 North, Muncie, Indiana, 47303, or to the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

DISABLED INDIVIDUALS POLICY STATEMENT

It is the policy of Delaware Community School Corporation that no qualified individual with a disability shall, on the basis of that disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, service or activity sponsored by this school corporation.

Inquiries regarding compliance with this policy should be directed to the Assistant Superintendent of Schools of Delaware Community School Corporation, 7821 State Road 3 North, Muncie, IN 47303, or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

REQUEST FOR ASSISTANCE

Persons who require assistance or need information regarding access to a program and the availability of special facilities are requested to write or telephone the principal of this school or Delaware Community School Corporation Superintendent's Office.

ASBESTOS PLAN NOTIFICATION

The asbestos management plan for every school in Delaware Community School Corporation is available for review in the principal's office of each building and in the Office of the Superintendent of Schools, 7821 State Road 3 North, Muncie, IN 47303.

There are no plans to disturb asbestos containing materials within any building at this time. However, should the need arise to remove or replace asbestos containing materials, appropriate procedures will be employed to do so in compliance with all E.P.A. regulations.

SEXUAL HARASSMENT

It is the policy of Delaware Community School Corporation to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any employee of Delaware Community School Corporation to harass another employee or student through conduct or communications of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined in Section II. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities.

REPORTING OF CHILD ABUSE AND USAGE OF CONTROLLED SUBSTANCES

The Board of Education of Delaware Community School Corporation recognizes that school employees are obligated to report incidents of child abuse and usage of controlled substances on or near school property. The Superintendent of Schools shall be responsible for the development of rules concerning reporting such incidents.

OFFICE OF SUPERINTENDENT
DELAWARE COMMUNITY SCHOOL CORPORATION

7821 State Road 3 North
Muncie, Indiana 47303
765-284-5074
FAX: 765-284-5259

TO: ALL EMPLOYEES OF DELAWARE COMMUNITY SCHOOL CORPORATION

SUBJECT: LEGAL REQUIREMENT TO REPORT CERTAIN CRIMINAL CONVICTIONS

IC 20-5-2-8 has been added to the Indiana Code as a new section with an effective date of July 1, 1997.

IC 20-5-2-8 Sec. (a) applies to:

1. a school corporation; and
2. an entity:
 - A. with which the school corporation contracts for services; and
 - B. that has employees who are likely to have direct, ongoing contact with children within the scope of the employee's employment.

IC 20-5-2-8 Sec. (c) An individual employed by a school corporation or an entity described in subsection (a) shall notify the governing body of the school corporation if during the course of the individual's employment the individual is convicted in Indiana or another jurisdiction of an offense described in subsection (b).

IC 20-5-2-8 Sec. (b) A school corporation or entity may use information obtained under section 7 of this chapter concerning an individual's conviction for one (1) of the following offenses as grounds to not employ or contract with individuals:

The offenses identified in IC 20-5-2-8 (b) are as follows:

- (3) Murder
- (4) Causing suicide
- (5) Assisting suicide
- (6) Voluntary manslaughter
- (7) Reckless homicide
- (8) Battery (IC 35-42-2-I) unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
- (9) Aggravated battery
- (10) Kidnapping
- (11) Criminal confinement
- (12) A sex offense under IC 35-42-4
- (13) Carjacking
- (14) Arson (IC 35-43-1-1) unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
- (15) Incest
- (16) Neglect of a dependent, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
- (17) Child selling
- (18) Contributing to the delinquency of a minor unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
- (19) An offense involving a weapon under IC 35-47 unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.

- (20) An offense relating to controlled substances unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
- (21) An offense relating to material or a performance that is harmful to minors or obscene under IC 35-49-3 unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
- (22) An offense relating to operating a motor vehicle while intoxicated under IC 9-30-5 unless five (5) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
- (23) An offense that is substantially equivalent to any of the offenses listed in this subsection in which the judgment of conviction was entered under the law of any other jurisdiction.

All employees need to note this law is not permissive, but rather is a “shall”. By this letter I am informing you of your duty to report any of the above convictions to the governing body through the Superintendent of Schools.