

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

POSITION APPLYING FOR: _____

APPLICATION DATE: _____

NAME: _____

ADDRESS: _____
Street City State Zip

PHONE NUMBER: () _____

SOCIAL SECURITY NUMBER: (optional) - - _____

TYPE OF EMPLOYMENT REQUESTED:

FULL TIME PART TIME SUBSTITUTE

IF PART TIME, LIST NUMBER OF HOURS DESIRED AND HOURS AVAILABLE:

RATE OF PAY EXPECTED: _____

DATE YOU COULD BEGIN WORKING: _____

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

EDUCATIONAL BACKGROUND:

Type of School	Name and Location	Degree, Diploma, Certificate and Course of Study	What Year Degree, Diploma, or Certificate Received
High School			
College			
Other Education			

SUMMARIZE ANY OTHER SPECIAL SKILLS OR QUALIFICATIONS:

EMPLOYMENT HISTORY: (list most recent first)

Name of Employer: _____

Address: _____

Supervisor and Title: _____ Your Title: _____

Employed From _____ To _____ Rate of Pay: Start _____
Finish _____

Work Performed: _____

Reason for Leaving: _____

Name of Employer: _____

Address: _____

Supervisor and Title: _____ Your Title: _____

Employed From _____ To _____ Rate of Pay: Start _____
Finish _____

Work Performed: _____

Reason for Leaving: _____

Name of Employer: _____

Address: _____

Supervisor and Title: _____ Your Title: _____

Employed From _____ To _____ Rate of Pay: Start _____
Finish _____

Work Performed: _____

Reason for Leaving: _____

May we contact the employers listed? Yes
No

_____ Please list those you wish us not to contact

REFERENCES: (do not list relatives)

Name	Relationship	Daytime Phone

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
BUS DRIVER ADDENDUM

CDL driver's license number: _____

DRIVING EXPERIENCE:

List the states in which you have been issued a driver's license and the type of license during the past five years:

List any special courses of training: _____

List any safe driving awards: _____

How many years of experience do you have driving a school bus: _____

ACCIDENT RECORD FOR THE PAST FIVE YEARS:

Date of Accident	Nature of Accident	Injuries/Fatalities (please explain)

I understand that as required by school board policy and state and federal statutes that all prospective bus drivers must undergo a urine and drug screening test to determine the presence of alcohol or drugs. All drug tests are subject to careful testing procedures with mandatory confirmation of any positive test. The driver will be given a reasonable opportunity to explain a confirmed positive test result to the Medical Review Officer. The laboratory results of the drug test will be maintained by the Medical Review Officer.

I voluntarily consent to provide a urine specimen at a collection facility designated by Delaware Community School Corporation and, further, consent to having the specimen tested at a laboratory selected by Delaware Community School Corporation.

I further agree that the drug test results will be disclosed to Delaware Community School Corporation, the Medical Review Officer, and to the examining physician if a physical examination was performed at the time of the drug test.

I fully understand and agree with all of the above.

Applicant's Signature _____

Date _____

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

OFFICE OF SUPERINTENDENT
DELAWARE COMMUNITY SCHOOL CORPORATION

7821 State Road 3 North
Muncie, IN 47303
Phone: 765-284-5074
Fax: 765-284-5259

Board of Education

John Adams, President
Lisa Clawson, Vice President
Sean Burcham, Secretary
Tyce Stebbins, Member
Norb Heban, Member

Steven R. Hall, Superintendent
Darin K. Gullion, Assistant Superintendent

I understand that the Delaware Community School Corporation will, at various times, obtain consumer reports and/or BMV driving summaries of my driving record for the last seven (7) years. Further, I understand that these reports may be shared with the Delaware Community School Corporation's insurance carriers. By signing this disclosure, I hereby acknowledge the right of the Delaware Community School Corporation to obtain and share this information with the appropriate entities.

SOCIAL SECURITY NUMBER: _____	
DRIVER'S LICENSE NUMBER: _____	
BIRTH DATE: _____	
Bus Driver _____	Regular Driver _____

Signature of Job Applicant/Employee

Printed Name of Job Applicant/Employee

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.