

DELAWARE COMMUNITY SCHOOLS

Administration Office
9750 N CR 200 E • Muncie, IN 47303
Phone: (765) 284-5074

NON-CERTIFIED APPLICATION

INSTRUCTIONS: Please type or print legibly in black ink. All areas must be completed for consideration. Return completed form to the Administration Office. Applications remain on file for one (1) year.

Applicant Personal Data

Name of Applicant (last, first, middle)			
Mailing Address	City	State	Zip Code
Email address		Social Security Number (optional)	
Telephone Number(s)		Other Telephone Number(s)	

Position(s) Desired

Current Certification Areas

	Do you currently hold or are you eligible to hold any professional certifications or licensure? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, list area(s) and expiration date(s).

Education

High School	City and State	Grade Average	Rank
College University	City and State	Years Completed	
Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Other: _____	Major (s)	Minor(s)	GPA
College University	City and State	Years Completed	
Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Other: _____	Major (s)	Minor(s)	GPA
College University	City and State	Years Completed	
Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Other: _____	Major (s)	Minor(s)	GPA

Availability

How soon would you be available to begin work? _____	
Are you at least 18 years of age?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please list the type of work you are looking for:	<input type="checkbox"/> Part time <input type="checkbox"/> Full time <input type="checkbox"/> Substitute
Please list any days/shifts that you would be unable to work: _____	

U.S. Military Experience

Branch of Service	Technical Specialization	Rank Attained	Years of Service
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Work Experience (Start with Most Recent Experience)

Employer		Address	
Telephone Number(s)		Supervisor	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Starting Date	Ending Date	Position	
Reason for Leaving			

Employer		Address	
Telephone Number(s)		Supervisor	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Starting Date	Ending Date	Position	
Reason for Leaving			

Employer		Address	
Telephone Number(s)		Supervisor	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Starting Date	Ending Date	Position	
Reason for Leaving			

Employer		Address	
Telephone Number(s)		Supervisor	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Starting Date	Ending Date	Position	
Reason for Leaving			

Employer		Address	
Telephone Number(s)		Supervisor	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Starting Date	Ending Date	Position	
Reason for Leaving			

References

Please list three (3) individuals we may contact who know your background and qualifications. *Do not list relatives as references.*

Name	Relationship
Address	Telephone Number(s)
Name	Relationship
Address	Telephone Number(s)
Name	Relationship
Address	Telephone Number(s)

Criminal Record

Have you ever been convicted of a crime other than a minor traffic violation?

Yes No

Note: A "yes" response will not necessarily eliminate you from consideration for employment

Other Information

Are you related to anyone in the employ of Delaware Community Schools?

Yes No

If yes, please list name, title, and school location: _____

Certification of Applicant and Authorization of Reference and/or Employment Verification

Delaware Community Schools does not discriminate on the basis of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, religion, military status, ancestry or genetic information, which are the classes protected by State and/or Federal law, occurring in the Corporation's employment and/or educational opportunities, programs, and/or activities, or if occurring off Corporations grounds or outside of the Corporation's employment, programs and activities, affecting the Corporation's environment.

The following person(s) is/are designated as the Corporation's compliance officer/Title IX Coordinator and, as such, shall handle inquiries regarding the nondiscrimination policies of the Corporation and address any complaint of discrimination: Darin Gullion, Assistant Superintendent, 9750 N CR 200 E, Muncie, IN, 765-284-5074, dgullion@delcomschools.org.

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 inspections, 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.

I understand that my application will remain in the Central Office files for one (1) year, and all materials accompanying this application will become the property of Delaware Community Schools.

I certify there are no misrepresentations in or falsifications of these statements and answers. I am aware that should investigations disclose such, my application may be disqualified, my name removed from all eligible lists, and my future applications may not be accepted. I am also aware that falsification of this application, or any accompanying data, may result in my dismissal from any position with Delaware Community Schools.

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.

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 Corporations, its agents and officials or against any provider of such information.

Signature of Applicant	Date of Application
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*Please include a copy of your resume, transcript(s), and any professional certifications or licenses, if applicable.

"An Equal Opportunity Employer"

**Delaware Community School Corporation
Office of the Superintendent
9750 N CR 200 E
Muncie, IN 47303**

**LEGAL REQUIREMENTS TO REPORT CERTAIN CRIMINAL CONVICTIONS
IC 20-26-5-11**

IC-20-26-5-11 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 employees' employment.

IC-20-26-5-11 Sec (b):

A school corporation or entity may use information obtained under section 10 of this chapter concerning an individual's conviction for one (1) of the following offenses as grounds to not employ or contract with the individual:

1. Murder (IC-35-42-1-1)
2. Causing suicide (IC 35-42-1-2)
3. Assisting suicide (IC 35-42-1-2.5)
4. Voluntary manslaughter (IC 35-42-1-3)
5. Reckless homicide (IC 35-42-1-5)
6. Battery (IC 35-42-2-1) unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
7. Aggravated battery (IC 35-42-2-1.5)
8. Kidnapping (IC 35-42-3-2)
9. Criminal confinement (IC 35-42-3-3)
10. A sex offense under IC-35-42-4
11. Carjacking (IC 35-42-5-2)
12. 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.
13. Incest (IC 35-46-1-3)
14. Neglect of a dependent as a Class B felony (IC 35-46-1-4(b)(2)), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
15. Child selling (IC 35-46-1-4(d))
16. Contributing to the delinquency of a minor (IC 35-46-1-8), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
17. An offense involving a weapon under IC-35-47 or IC 35-47.5, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.

18. An offense relating to controlled substances under IC 35-48-4, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
19. 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.
20. 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.
21. Domestic batter (IC 35-42-2-1.3) unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
22. An offense 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.

IC-20-26-5-11 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).

Application Addendum

Have you ever been convicted of a felony? Yes No

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

With respect to your present or most recent employer, did you or have you offered a resignation from that position? With respect to that employer, were you ever considered for discipline or discharge due to your alleged conduct or misconduct? If yes, please explain the circumstances on a separate sheet and attach to this application.

Yes No

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? (If yes, explain the circumstances on a separate sheet and attach to this application.)

Yes No

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 arrested for or 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

Have you ever been arrested for or convicted of a crime that has not been expunged by a court?

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:

Applicant Signature

Date

**Delaware Community School Corporation
Notice Regarding Criminal History Background Investigation**

A consumer report (background screening report) and/or an investigative consumer report which may include information concerning your character, employment history, general reputation, personal characteristics, police record, education, qualifications, motor vehicle record, mode of living, and/or credit and indebtedness may be obtained in connection with your application for and/or continued employment with Delaware Community School Corporation. A consumer report and/or an investigative consumer report may be obtained at any time during the application process or during your employment with the Delaware Community School Corporation. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Safe Hiring Solutions LLC, P.O. Box 295, Danville, IN 46122 (888) 215-8296.

AUTHORIZATION

By signing below, I _____, hereby voluntarily authorize Delaware Community School Corporation to obtain either a consumer or an investigative consumer report about me from a consumer reporting agency and to consider this information when making decisions regarding my employment and/or continued employment at Delaware Community School Corporation. I understand I have rights under the Fair Credit Reporting Act, including rights discussed above. This report may be delivered in either written or electronic form.

First Name: _____ Middle Name: _____ Last Name: _____

Social Security Number: _____

Date of Birth: _____ Sex: _____ Race: _____

Driver's License #: _____ Driver's License State: _____

Any other names I have been known by: _____

Current Address: _____

Previous Address (last 7 years): _____

Applicant Signature

Date

Please Note: This information will be kept separate from your application materials until such time that you will be recommended for employment with Delaware Community Schools.

Any cost associated with obtaining the criminal history records is to be borne by the applicant.

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.

Para informacion en espanol, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.	a. Bureau of Consumer Financial Protection 1700 G Street NW, Washington, DC 20006
b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau:	b. Federal Trade Commission, Consumer Response Center – FCRA, Washington DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:	a. Office of the Comptroller of the Currency Customer Assistance Group, 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480
b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	d. National Credit Union Administration Office of Consumer Protection (OCP) Div. of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
d. Federal Credit Unions	Asst General Counsel for Aviation Enforcement & Proceedings Department of Transportation 400 Seventh Street SW Washington, DC 20590
3. Air carriers	Office of Proceedings, Surface Transportation Board Department of Transportation 1925 K Street NW Washington, DC 20423
4. Creditors Subject to Surface Transportation Board	Nearest Packers and Stockyards Administration area supervisor
5. Creditors Subject to Packers and Stockyards Act	Associate Deputy Administrator for Capital Access United States Small Business Administration 406 Third Street, SW, 8 th Floor Washington, DC 20416
6. Small Business Investment Companies	Securities and Exchange Commission 100 F St NE Washington, DC 20549
7. Brokers and Dealers	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center FCRA, Washington, DC 20580 (877) 382-4357
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	

DELAWARE COMMUNITY SCHOOL CORPORATION PUBLIC NOTICE

General Nondiscrimination Policy

The Delaware Community School Corporation does not discriminate on the basis of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, religion, military status, ancestry or genetic information, which are the classes protected by State and/or Federal law, occurring in the Corporation's employment and/or educational opportunities, programs, and/or activities, or if occurring off Corporations grounds or outside of the Corporation's employment, programs and activities, affecting the Corporation's environment.

The following person(s) is/are designated as the Corporation's compliance officer/Title IX Coordinator and, as such, shall handle inquiries regarding the nondiscrimination policies of the Corporation and address any complaint of discrimination: Darin Gullion, Assistant Superintendent, 9750 N CR 200 E, Muncie, IN, 765-284-5074, dgullion@delcomschools.org.

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 shall be directed to the Assistant Superintendent of Schools of Delaware Community School Corporation, 9750 N CR 200 E, 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.

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 communication 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 School shall be responsible for the development of rules concerning reporting of such incidents.