

NON TEACHING EMPLOYMENT APPLICATION
For
NORTHEAST INDIANA SPECIAL EDUCATION COOPERATIVE
1607 E. Dowling Street
Kendallville, IN 46755
(260) 347-5236

Applicant

Name _____	
Current Address:	Street _____
	City _____
	State/Zip _____
Telephone _____	Alternative Telephone _____

Position Desired

Position	Please Position(s) Desired	Date Available (m/d/yy)	Remarks (If selecting a substitute position, please indicate the position desired)
Aide			
Bus Driver			
Cook			
Custodian			
Substitute			
Secretary			
Other	Please list in remarks		

Work History

(Most Recent Four Employers)

Employers (List most recent first)	Phone Number	Address of Employer			Dates	
		Street	City/State	Zip	To	From

Note: Please attach a copy of your resume if available.

Education

School Name (Latest first)	Address	Telephone (If available)	From	To	Graduate (Y or N)	Remarks

References

References (at least three)	Phone Number	Address			
		Street	City	State	Zip

Applicants are subject to background/criminal checks. Please complete the attached Adult Behavioral Expectations form and the Insert to the Employment Application. Applicant, by signing below, certifies he or she can perform the duties of the position for which they applied.

Applicant's signature: _____

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.

Northeast Indiana Special Education Cooperative

INSERT TO EMPLOYMENT APPLICATION

Request for Background Information

Dear Applicant:

Jobs with the Northeast Indiana Special Education Cooperative involve contact with our student population. We ask that you complete the questions below to help us evaluate your suitability to work with these students. All applicants for employment are expected to supply this information; you are not being singled out for closer inspection. This insert is part of the application itself and any 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 an affirmative answer provided by you on this insert is not an automatic bar to employment. NEISEC will consider the nature of any conviction or alleged conduct underlying the affirmative response, the date of the alleged conduct in question, your intervening 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 a separate sheet and attach it to this application.
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 a separate sheet and attach it to this application.
3. Have you ever been investigated for, charged with or pleaded guilty or "no contest" to any crime involving sexual abuse of any person or indecency with a minor? Yes ___ No ___
If yes, explain the circumstances on a separate sheet and attach it to this application.
4. Have you ever been charged with a crime listed in number 3 (above) where the court has deferred further proceedings without entering a finding of guilt and placed you on probation or in a public service or education program? Yes ___ No ___
If yes, explain the circumstances on a separate sheet and attach it to this application.
5. 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 ___
If yes, explain the circumstances on a separate sheet and attach it to this application.

AUTHORIZATION AND RELEASE

I authorize NEISEC to check my employment history, including without limitation, reference checks, and to seek the release of investigatory information, including a "limited criminal history", possessed by any private or public employer or any local, state, or federal agency. I authorize these private or public employees or local, state, or federal agencies to provide NEISEC 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 EXPRESSLY 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 NEISEC, IT'S 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 _____

Print your Name _____ Social Security # _____

Address: _____

Birthdate (Only for Purposes of Requesting Criminal History Information) _____