

# RANDOLPH CENTRAL SCHOOLS

Superintendent's Office  
103 N. East St., • Winchester, IN 47394  
Phone: (765) 584-1401, Ext. 1600

## 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 (if known) | Rank (if known) |
| College University   | City and State |                          | Years Completed |
| Degree <input type="checkbox"/> Bachelor's Degree<br><input type="checkbox"/> Master's Degree<br><input type="checkbox"/> Other: _____ | Major (s)      | Minor(s)                 | GPA             |
| College University   | City and State |                          | Years Completed |
| Degree <input type="checkbox"/> Bachelor's Degree<br><input type="checkbox"/> Master's Degree<br><input type="checkbox"/> Other: _____ | Major (s)      | Minor(s)                 | GPA             |
| College University   | City and State |                          | Years Completed |
| Degree <input type="checkbox"/> Bachelor's Degree<br><input type="checkbox"/> Master's Degree<br><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 |
|-------------------|--------------------------|---------------|------------------|

**Work Experience (Start with Most Recent Experience)**

|                     |             |            |   |
|---------------------|-------------|------------|---|
| Employer            |             | Address    |   |
| Telephone Number(s) |             | Supervisor | May we contact?<br><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?<br><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?<br><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?<br><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?<br><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 that has not been expunged by a court or placed under seal?

Yes       No

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

**Other Information**

Are you related to anyone employed by Randolph Central School Corporation?

Yes       No

If yes, please list name, title, and school location: \_\_\_\_\_

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

Randolph Central School Corporation does not discriminate on the basis of race, creed, color, sex, religion, national or ethnic origin, age, or disability.

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 Randolph Central 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 Randolph Central 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 Randolph Central 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 Randolph Central 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 Randolph Central School Corporation, its agents and officials or against any provider of such information.

|                        |                     |
|------------------------|---------------------|
| Signature of Applicant | Date of Application |
|------------------------|---------------------|

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

**“An Equal Opportunity Employer”**

**Randolph Central School Corporation  
Office of the Superintendent  
103 N. East. St.  
Winchester, IN 47394**

**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. 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).

IC 35-38-9

An individual is not obligated to disclose a previous criminal record that has been expunged by a court or placed under seal.

## Application Addendum

Have you ever been convicted of a felony that has not been expunged by a court or placed under seal?

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 which has not been expunged by a court or placed under seal 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, which has not been expunged by a court or placed under seal; or (b) ever entered a plea of guilty or a plea of "no contest" (nolo contendere) in a proceeding that has not been expunged or placed under seal, 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 which has not been expunged by a court or placed under seal?

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

## **RANDOLPH CENTRAL SCHOOL CORPORATION PUBLIC NOTICES**

### **Non-Discrimination (Policies 3122 and 4122)**

The Randolph Central School Corporation does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Lisa Chalfant, 103 N. East St., Winchester, IN 47394, (765) 584-1401 ext. 1600, [lchalfant@randolphcentral.us](mailto:lchalfant@randolphcentral.us)

### **Employee Drug Possession or Use (Policies 3122.01 and 4122.01)**

Employees of the Randolph Central School Corporation are notified that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Corporation. Employees who violate this policy may be reprimanded, suspended, or terminated from employment.

### **Use of Tobacco (Policies 3215, 4215, and 7434)**

Randolph Central School Corporation prohibits the use of tobacco and other products containing nicotine on school premises, vehicles, and at all school-related events.

### **Disabled Individuals Policy Statement (Policies 2460, 3122, and 4122)**

It is the policy of Randolph Central 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 Director of Curriculum, Randolph Central School Corporation, or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

### **Request for Assistance (Policy 9160)**

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 the school or Randolph Central School Corporation Superintendent's office.

### **Sexual Harassment (Policies 3362, 4362, and 5517)**

Randolph Central School Corporation recognizes a staff member's right to freedom from employment discrimination, including the opportunity to work in an environment untainted by sexual harassment. It shall be a violation of this policy for any employee of Randolph Central School Corporation to harass another employee or student through conduct or communications of a sexual nature as in board policy. 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 board policy. 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 (Policy 8462)**

Randolph Central School Corporation recognizes that school employees are obligated to report suspected incidents of child abuse. The Superintendent of School shall be responsible for the development of rules concerning reporting of such incidents.

### **Employee Possession of Weapons (Policies 5772 and 7217)**

In accordance with the provisions of IC 34-28-7-2(b), the School Board prohibits school employees from bringing firearms into and upon school property. This provision does not apply to police officers hired to work for the Corporation or to administrative employees who might be specifically authorized to carry weapons by action of the School Board.