

**ADMINISTRATIVE APPLICATION
PERU COMMUNITY SCHOOL CORPORATION
PERU, INDIANA**

BACKGROUND INFORMATION

Name: _____
First Middle (Initial) Last

Applicant's Present Position Business Phone

Cell Phone Email Address

Social Security Number: _____

Present Address: _____
Street

City State Zip

Licenses Held (type & state): _____

Position You Are Applying for at PCS: _____

Teacher Retirement Number: (if applicable) _____

REFERENCES

Please list the names of three (3) persons who know your professional background and qualifications.

Name and Current Professional Position Contact Number

Name and Current Professional Position Contact Number

Name and Current Professional Position Contact Number

ACADEMIC AND PROFESSIONAL EXPERIENCE

*Undergraduate:

Institution	Dates Attended	Major/Minor	Degree & Date
1. _____			
2. _____			
3. _____			

*Graduate:

Institution	Dates Attended	Major/Minor	Degree & Date
1. _____			
2. _____			
3. _____			

*Additional Education Preparation (including specialized seminars, workshops, etc.):

Institution	Dates Attended	Specialization
1. _____		
2. _____		
3. _____		

*Professional Experience and/or Employment Record (please list most recent first):

Position	Organization	Location	Dates
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			

APPLICATION QUESTIONS

Please answer the following questions concisely in your own words and typed in a separate document: (submit with your application)

1. Describe your definition of leadership and share one example of how you demonstrate this in your work.
2. Describe the type of school district that you desire to work in. (i.e. – what characteristics, dynamics, interactions, goals, etc. do you want to be associated with and lead in)
3. Please list honors, awards, commendations, elective, or appointive offices held, and other recognition received.
4. Describe two significant accomplishments you have achieved in your life and share why they are significant to you.
5. Describe your philosophy of facilitating and advocating for the needs of all students in a public school district.
6. Outline any specialized training, strengths, or areas of extensive knowledge or skills you may bring to this position.

Should this application be treated as confidential regarding your present employer?

[YES] [NO]

Please return the completed application and associated documents from the job posting to:

Hand Delivery or Mail

Hilary Smith, Human Resources Director
Peru Community School Corporation
35 W. 3rd St.
Peru, IN 46970

Or Email

PCSApplications@peru.k12.in.us

For Questions

PCS Central Office Telephone: 765-473-3081

Peru Community Schools does not discriminate, deny benefits to, nor exclude anyone from participation on the basis of sex, race, national origin, religion, handicap, or color of skin.

OTHER CANDIDATE QUESTIONS

- YES NO** 1. Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer?
- YES NO** 2. Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?
- YES NO** 3. Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of sexual conduct with another person, mishandling of funds, or criminal conduct?
- YES NO** 4. Have you ever been charged with or investigated for physical sexual abuse of another person?
- YES NO** 5. Have you ever been charged with, pleaded guilty or "no contest" to, or been convicted of any crime involving sexual abuse of any person or any other crime or moral turpitude?
- YES NO** 6. Have you ever been convicted of a misdemeanor and/or felony or ever entered a plea of guilty or a plea of "no contest," or has any court ever deferred further proceedings without entering a finding of guilty or placed you on probation for a crime?
- YES NO** 7. Have you ever had a license (teachers/drivers) revoked in this state or any other?

If you answered "yes" to any of the first questions, please explain on a separate paper including the date of the incident, charge, any court action taken, the offense in question, and the address of any court involved.

AUTHORIZATION AND RELEASE

I authorize Peru Community School Corporation 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 employers, or local, state, or federal agencies to provide Peru Community School Corporation any information they may release concerning the matter described herein and 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 Peru Community Schools, its officials, employees, trustees, or agents, or against any individual, corporate, and/or agency provider of such information. I have read this authorization and release of all claims, and I expressly agree to the terms set out herein.

I hereby acknowledge that each and every statement made in this application is true and complete to the best of my knowledge and belief; I further agree to contact the Peru Community School Corporation and correct any statement contained herein and discovered to be untrue or incomplete prior to my employment in said School Corporation. I understand that if employed, falsified statements may be considered sufficient cause for dismissal.

Signature

Date

WAIVER
PUBLIC LAW 93-380
“Family Educational Rights and Privacy Act of 1974”

I, _____, being aware of the provisions of Public Law 93-380, “Family Educational Rights and Privacy Act of 1974”, hereby affix my signature and provide a waiver of the law’s provisions.

I hereby grant authorization to Peru Community School Corporation to:

1. Request any and all materials and information pertaining to my employment from any of my present and/or former employers, supervisors, or co-workers in any bona fide school corporation.
2. Request credentials from all educational institutions I have attended.
3. Request student teaching evaluation from my assigned classroom supervising teacher.

I hereby further authorize:

1. Any bona fide school corporation to release any and all information (written or verbal) pertaining to my employment in that school corporation to Peru Community School Corporation.
2. Any and all educational institutions I have attended to release my placement credentials on request to the Peru Community School Corporation.
3. My assigned classroom supervising teacher(s) to release my student teaching evaluation to Peru Community School Corporation.

I hereby further authorize:

1. The Peru Community School Corporation to conduct a criminal history record check of my background with appropriate law enforcement agencies.
2. The appropriate law enforcement agencies to provide the Peru Community School Corporation with any information about me regarding any arrest, any felony or misdemeanor convictions or any pending Criminal charges.

Date

Signature of Applicant

**EMPLOYMENT PRACTICES OF THE PERU COMMUNITY SCHOOL CORPORATION DO NOT
DISCRIMINATE AGAINST RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE,
MARITAL STATUS, OR NON-JOB-RELATED PHYSICAL HANDICAPS.**