

**Elwood Community School Corporation**

1306 North Anderson Street

Elwood, IN 46036

Phone: (765) 552-9861

FAX: (765) 552-8088

**Application for  
Employment**

**Check the area(s) of employment for which you are applying:**

- Secretarial/Clerical     Cleaning Aide     Food Service     Substitute Teacher
- Custodial/Maintenance     Bus Driver     Technology position     Teacher's Aide

**Please Print Clearly:**

**Telephone Number**

**Name:** \_\_\_\_\_

**Date:**

**Permanent Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Position Desired:** \_\_\_\_\_

**Acceptable Salary** \_\_\_\_\_ **Date you will be available:** \_\_\_\_\_

**Are you currently employed?** \_\_\_\_\_ **E-mail Address:**

**If so, may we inquire of your present employer?** \_\_\_\_\_

**Have you ever been employed by the Elwood Community School Corporation?** \_\_\_\_\_

**If so, when?** \_\_\_\_\_

**List any relatives currently working in the school corporation.** \_\_\_\_\_

**Are you under 17?**     Yes     No

**Are you in the USA on a visa prohibiting you from working here?**     Yes     No

**Please list any special skills you have relating to the area of employment for which you are applying.**

\_\_\_\_\_  
\_\_\_\_\_

### Previous Employment

Complete this section - listing most recent employer first:

Employers / address: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of employment: \_\_\_\_\_

Reason left: \_\_\_\_\_

Employers / address: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of employment: \_\_\_\_\_

Reason left: \_\_\_\_\_

### Educational Background

Did you graduate from high school?  Yes  No Year? \_\_\_\_\_

Did you attend college?  Yes  No Where? \_\_\_\_\_

Graduate?  Yes  No Degree? \_\_\_\_\_

### Personal References

List below the names of three persons not related to you who you have known for at least one year.

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please read and sign below: The above information is a full complete statement of fact. I understand any falsification will be cause for dismissal. I give the school corporation permission to make inquiries concerning my character, previous employment record, and eligibility for employment.

Signature:  Date:

It is our policy to provide employment opportunities for all applicants regardless of race, creed, color, sex, national origin or ancestry, religion, or handicap.