

**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.