

NORTH WEST HENDRICKS SCHOOL CORPORATION

104 North Church Street
P.O. Box 70
Lizton, Indiana 46149
(317) 994-4100

PLEASE FILL OUT ALL BLANKS WITH COMPLETE, DETAILED INFORMATION.
YOU ARE ENCOURAGED TO ATTACH A VITA SHEET.

Name in full (Print) _____ Date of Application _____
First Middle Last

Are you known to schools/references by any other name? YES NO

If yes, what names(s) _____

Present Address _____
No. Street City State Zip

Present phone number _____
(include Area Code)

Permanent Address _____
No. Street City State Zip

Permanent phone number _____
(include Area Code)

POSITION BEING SOUGHT

NON-TEACHING POSITION: _____

Have you ever taken the National Teacher
Exam (NTE)? Yes No

If yes, please furnish scores:

FOR ELEMENTARY POSITIONS ONLY: (Number in order of preference)

_____ Kindergarten
 _____ Grade 1 _____ Grade 4
 _____ Grade 2 _____ Grade 5
 _____ Grade 3 _____ Grade 6

General Knowledge _____
 Communication Skills _____
 Professional Knowledge _____
 Speciality Area(s) (Specify) _____

FOR SECONDARY POSITIONS ONLY: (Number in order of preference)

Junior High _____ **High School** _____ **List Major Teaching Area(s):** _____
 _____ Grade 7 _____ Grade 10 _____
 _____ Grade 8 _____ Grade 11 _____
 _____ Grade 9 _____ Grade 12 **Minor Area(s):** _____

Please list all activities you would be qualified and willing to coach/sponsor/supervise: _____

EDUCATIONAL DATA

Type of School	Name and Location of School	Major(s)	Degree	Years Attended	No. of Sem. Hrs.
High School				to	
College					
Graduate School					
Other					

CERTIFICATION DATA

(Applicants should possess a valid Indiana Teaching Certificate or be taking necessary steps to determine eligibility for certification.)

Type of Certificate (Elem., Sec., Etc.)	Grade	Date of Issue	Date Expires	Serial Number	Subject Endorsement

TEACHING EXPERIENCE Including Student Teaching Experience if completed within last three years

Name and Location of School (Begin with most recent experience)	Grades or Subjects	From		To		Reason for Leaving
		Mo.	Yr.	Mo.	.Yr.	

MILITARY EXPERIENCE

Branch Of Service: _____ Rank: _____

Date Of Beginning Of Active Service: _____ Date of Separation: _____

Number Of Months Of Active Duty: _____

IMPORTANT SALARY INFORMATION

Experience credit: Number of years of military service _____ Number of years teaching..... _____ (including present year) _____ TOTAL..... _____ _____ Indiana Teacher Retirement Number: _____ _____	Check All Degrees Received: BS _____ BA _____ MS _____ MA _____ Ed. Spec. _____ Ed. D. _____ Ph. D. _____
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WORK EXPERIENCE OTHER THAN TEACHING

Name and Location of Company (Begin with most recent)	Kind of Business	From		To		Reason for Leaving
		Mo.	Yr.	Mo.	Yr.	

Are you now under contract? _____

When are you available for an interview? _____

PERSONAL DATA

An affirmative answer to the following would not be a bar to employment. Factors such as age, seriousness and time of the offense and the nature of the violation would be considered. Have you ever been convicted following an arrest for anything other than traffic violations?

Yes No

Do you have any impairments, physical or mental, which would interfere with your ability to perform the job for which you have applied?

Yes No

How many days were you absent from the classroom last year? _____
(illness) (other reasons)

EXTRA CURRICULAR ACTIVITIES (CLUBS, VARSITY ATHLETICS, INTRAMURALS, ETC.)

In High School _____	In College _____
_____	_____
_____	_____

We are interested in any further information about you which may distinguish your application. This might include travel, honors, publications, advance study, participation in special programs, extra curricular activities, civic and/or special interests.

REFERENCES

Please list three references, including present and former principals, department heads, or college instructors under whom you have worked. Serious consideration of your application may necessitate our inquiring with one or more of these references. Please indicate a date after which we might make such an inquiry.

Name	Position	Present Address	Phone

Applications remain on active file for one year. Renewal of the application is the responsibility of the applicant and can be accomplished by forwarding a written notice or by calling the Personnel Office at the Administration Center - 317-994-4100.

**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 above law's provisions.

I hereby grant authorization to the North West Hendricks School Corporation, the Personnel Office and all placement administrators in the North West Hendricks School Corporation to:

1. Request any and all materials and information pertaining to my employment from any of my present 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 any 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 the school corporation to the Personnel Office of North West Hendricks School Corporation.
2. Any or all educational institutions I have attended to release my placement credentials on request to the Personnel Office of the North West Hendricks School Corporation.
3. My assigned classroom supervising teacher(s) to release my student teaching evaluation to the Personnel Office of the North West Hendricks School Corporation.

Signature of Applicant

Date

Although additional information is not required, please feel free to submit other materials, i.e., resume, picture, transcript, certificates, placement files, along with this application.

I hereby certify that to the best of my knowledge and belief, the foregoing statements are true, correct and complete. I further understand that this application will become a part of my permanent personnel file should I be employed by the North West Hendricks School Corporation.

Signed _____

FOR USE OF PERSONNEL OFFICE ONLY

Comments _____

School Assignment _____

Notes Regarding Credentials _____

Reference Letters _____ Phone Calls _____

It is the policy of the North West Hendricks School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9-1), I.C. 20-8.1-2, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.