



Manchester Community Schools
404 W Ninth Street
North Manchester, IN 46962

EMPLOYMENT APPLICATION
SUPPORT STAFF

MCS is a smoke-free and drug-free workplace.

Manchester Community Schools administers post-offer, pre-employment drug tests as a condition of employment for the position of a Bus Driver.

Manchester Community Schools supports the principle that all persons are entitled to equal employment opportunity without regard to race, religion, color, marital status, national origin, sex, age, handicapping conditions or limited English proficiency. If you have a disability which affects your ability to complete this application, let us know so that other arrangements can be made.

FOR OFFICE USE ONLY
PRIMARY AREA OF INTEREST
DATE INTERVIEWED

PERSONAL DATA

Name (last, first, middle) Date

Address City Zip

Home phone Alternate phone

Date available for employment

Military service: induction date separation date branch

Duties in the service:

Special training (explain):

Are you interested in year-round employment? Yes No School-year employment? Yes No

Would you consider part-time employment (less than 8 hours a day)? Yes No

If you would consider part-time employment, what hours are you available?

MCS area within reasonable distance of your residence:

Have you ever been employed by MCS? Yes No

If yes, former position at MCS School/Unit

Date employed Date employment ended

Reason for ending employment with MCS

List any city/state where you have lived in previous 10 years:

Have you ever been convicted of any crime that has not been expunged or sealed by a Court? Yes\* No

If yes, was the crime a felony? Yes\* No What year? What state?

Explain.

If no, was the crime a misdemeanor other than minor traffic violation? Yes\* No

What year? What state? Explain.

Do you currently have any pending criminal charges? Yes\* No If yes, explain

\* A yes answer will not of itself automatically exclude an applicant from consideration for employment.



**POSITIONS/QUALIFICATIONS**

Listed below are various classified positions in Manchester Community Schools. Please check your first and second choices of positions for which you are qualified and are applying. On the lines provided below, describe your qualifications for each area you check.

**MEDICAL**

\_\_\_Nurse (RN)

**TRANSPORTATION**

\_\_\_Bus Driver

\_\_\_Bus Aide

**CUSTODIAL**

\_\_\_Custodian

**CLERICAL**

\_\_\_Secretary

\_\_\_Payroll/Treasurer

**SCHOOL SUPPORT**

\_\_\_Administrative Assistant

**FOOD SERVICE**

\_\_\_Cook

\_\_\_Food Service Manager

**INSTRUCTIONAL SUPPORT**

\_\_\_Audio/Visual Paraprofessional

\_\_\_Library/Study Hall

\_\_\_Instructional

\_\_\_Recess

**Other**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of your qualifications for each area you have checked: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are there any other experiences, skills or qualifications that you feel would especially qualify you for a position with Manchester Community Schools? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please write a brief statement about why you believe you should be employed by Manchester Community Schools.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ACKNOWLEDGEMENT OF TERMS OF APPLICATION**

In making this application for employment, I understand that an investigative report may be made whereby information is obtained through personal interviews and/or reference forms with third parties, law enforcement agencies, prior employers, co-workers and others. This inquiry may include information as to my character, general reputation, personal characteristics, and mode of living, whichever may be applicable. I hereby acknowledge that (for bus driver applicants only) at the time of my post-offer, pre-employment physical examination, or for reasonable suspicion subsequent to employment, blood and or/urine samples may be taken and tested for evidence of consumption by me of illegal drugs and/or alcohol. I consent to such testing, and hereby release, discharge and waive any and all claims I now or may in the future have against Manchester Community Schools and/or medical personnel related to such tests or the results thereof. I further understand that if an offer of employment is made, I will be required to submit documentation which will verify that I am a citizen or a national of the United States, an alien lawfully admitted for permanent residence, or an alien authorized to be employed in the United States.

I affirm that I have never been convicted, or charged with and had the charges plea-bargained to a lesser offense, of any of the following offenses involving children as defined by Indiana Code: rape, criminal deviate conduct, child molesting, child exploitation, vicarious sexual gratification, child solicitation, incest, child selling, child seduction, or sexual battery.

I certify that this application was completed by me and I hereby affirm that the statements made in this application are true to the best of my knowledge and belief. I understand that any future employment may be terminated if I have misrepresented information submitted.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of applicant

**TO BE COMPLETED AFTER EMPLOYMENT OFFER**

Social Security Number \_\_\_\_\_ Marital Status: \_\_\_Single \_\_\_Married

Race \_\_\_\_\_ Sex \_\_\_\_\_ Birth date \_\_\_\_\_ Age \_\_\_\_\_

If previously a member of the Public Employees' Retirement Fund, what was your Fund Number? \_\_\_\_\_

Do you have any physical or mental limitations which may affect your ability to perform your position duties?

\_\_\_Yes \_\_\_No If yes, describe limitations and indicate accommodations necessary for you to perform essential

functions of your position. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_