

SOUTHEASTERN CAREER CENTER
901 W. US 50
Versailles, Indiana 47042
1-812-689-5253
Fax 1-812-6896977

Employment Application for Classified Personnel

Date of Application: _____ When Available: _____

Name: _____
Last First Middle

Home Address: _____
Street City State Zip

Home Phone: _____ Cell: _____

Date of Birth: _____ Social Security Number: _____
(Date of Birth and Social Security number is needed to run a limited criminal history report required by state law. Once employed an extensive criminal history report is required at the **employee's expense.**)

Position applied for:

Secretary: _____ Clerical: _____ Custodian: _____ Maintenance: _____

Teacher Aide: _____ Subject Area: _____

Education

High School: _____
Name Address Phone

Years attended: _____ Year Graduated: _____

Additional Education

Employment History

(Please start with your most recent.)

Business Name: _____
Address Zip

Phone Job Classification

Business Name: _____
Address Zip

Phone Job Classification

Business Name: _____
Address Zip

Phone Job Classification

Business Name: _____
Address Zip

Phone Job Classification

References

(Please include name, address, and phone number.)

1. _____

2. _____

3. _____

Questions

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, 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 _____
5. Have you ever been convicted of 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 _____

Statement of Understanding

I certify that the information I have given on this application is true and complete to the best of my knowledge, and I understand and agree that any false information or the omission of any information shall be considered as sufficient cause for my discharge.

I hereby consent to and authorize representatives of Southeastern Career Center to investigate my employment history and personal references and to make any other investigations deemed necessary in connection with this application.

Exceptions or comments to this Statement of Understanding:

Applicant's signature: _____

Date: _____