

# North Judson-San Pierre School Corporation

801 Campbell Drive, North Judson, IN 46366

Phone 574-896-2155 Fax 574-896-2156

www.njsp.k12.in.us

## Job Application - Non-Certified Position

This institution does not discriminate in hiring or employment on the basis of the Protected Classes of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information, or any other legally protected category unrelated to the ability to perform the work required. No question on this application is intended to secure information to be used for such discrimination. The application will be given every consideration, however, its receipt does not imply that the applicant will be employed.

Please Print or Type

### PERSONAL

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Address \_\_\_\_\_

Cell Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_

List all relatives working for NJ-SP: \_\_\_\_\_

Position Desired: \_\_\_\_\_ Date Available: \_\_\_\_\_

Employment type desired: { } Full-time { } Part-time { } Substitute

Are you legally eligible to be employed in the United States? { } Yes { } No

(Proof of identity and eligibility will be required upon employment.)

Are you 18 years of age or older? { } Yes { } No

Have you ever been convicted of a felony that has not been expunged by a court? { } Yes { } No

Have you ever worked for the NJ-SP Schools before: { } No { } Yes, what position/when? \_\_\_\_\_

Have you ever applied here before? { } No { } Yes, Date and position applied for? \_\_\_\_\_

Have you completed any special courses, seminars and/or training that would enable you to perform the position for which you are applying? { } No { } Yes, please describe:

Do you belong to any professional, trade, business or civic organizations that deal with the position for which you are applying? { } No { } Yes, list \_\_\_\_\_

## EDUCATION

	Name and Location of School	Course of Study	No. of Years Completed	Diploma or Degree Received
High School				
College				
Vocational or Trade School				
Graduate Work				

List academic honors, extracurricular activities, offices held, etc: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT** — start with your present or most recent position — use an additional sheet of paper if more room is needed.

May we contact your present employer? { } Yes { } No, why? \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's Name & Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Describe work performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's Name & Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Describe work performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's Name & Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Describe work performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PERSONAL REFERENCES - Give three references (*not relatives or employers*)**

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Full Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Full Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Full Address: \_\_\_\_\_

Phone: \_\_\_\_\_

I voluntarily give this institution the right to make a thorough investigation of my past and current employment and agree to cooperate in such investigation and release from all liability of responsibility all persons, companies or corporations supplying such information.

I understand that my employment is at will, and that either party is free to terminate the employment relationship at any time without cause. I also understand that my employment may be terminated for any false or misleading information appearing on this application form. I understand that no representative of the company except the Board of Trustees has the authority to enter into any agreement of employment for any specific period of time.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date