

**Carlisle Community Schools
Employment Application
-Clerical-Associate-Substitute Teacher-**

(Please Print or Type)

Date _____

Name _____
Last
First
Middle

Address _____
(Number & Street)

Home Telephone _____ Cell Phone _____

Business Telephone _____

Social Security Number _____

Specific Position(s) Applied For:

- Secretarial/Clerical Educational Classroom Aide
 Substitute Teacher

Have you filed an application with our Schools before? _____

If yes, give date _____ and position applied for _____

EDUCATION

School	Name	Location City & State	Dates Attended	Diploma or Degree
Last High	School Attended	_____	_____	_____
*Colleges or	Universities	_____	_____	_____
_____	_____	_____	_____	_____
Business or	Trade	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

*If you did not receive a degree, indicate the number of college hours attained: _____ Please attach your college transcript with this application.

EXPERIENCE

List all Experience - Use Separate Sheet if Necessary

From To	Number of Years	Name and Address of Employment	Immediate Supervisor	Type of Job
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

REFERENCES

Full Name of Reference	Position	PH. Number	Street	City	State	Zip Code
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

If you have a relative who works for this District or who serves as a member of the School Board, please give the name and address: _____

Moral turpitude is an act of baseness, vileness or depravity in the private and social duties which a person owes another member of society or society in general and which is contrary to the accepted rule of right and duty between persons, including, but not limited to, theft, attempted theft, murder, rape swindling, and indecency with a minor. Have you ever been convicted of a felony or any offense involving moral turpitude? _____ Yes _____ No If Yes, please explain _____

Conviction of a crime is not an automatic bar to employment. The District will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Why do you desire to leave your present position, or why did you leave your last position? _____

Have you ever been involuntarily terminated from the employment of another school district? _____ Yes _____ No _____

If yes, please give the name of the district, the date and the reasons for the termination. _____

Are you aware of any reason you would not be able to perform the duties required to the position for which you are making an application? _____ Yes _____ No

If yes, please explain _____

For Substitute Teacher or Educational Classroom Associate Applicants:

Type of State Certificate held: () Provisional () Professional () Substitute () None

If certified in another state, indicate which state and type of certificate held: _____

If you do not have a valid state certificate, what do you lack? _____

Grade or subject in which you did student teaching: _____

Where did you do student teaching: _____

Elementary Candidates

List endorsement to your state certificate
Below:

Secondary Candidates

Certified teaching fields:

_____ Sem. Hrs. _____
_____ Sem. Hrs. _____
_____ Sem. Hrs. _____
_____ Sem. Hrs. _____

Area of Specialization: _____
(Must have at least 18 semester hours.)

For Secretarial/Clerical Applicants & Substitute Secretarial/Clerical Applicants:

Do you type? _____ Number of Years Experience _____
(Yes or No)

How many words per minute do you type? _____

Please list below any additional office machines with which you have had previous experience:

TYPE OF MACHINE

NUMBER OF YEARS EXPERIENCE

FOR ALL APPLICANTS

List any additional information you think would be helpful concerning your knowledge, skills and experience related to the job for which you are applying.

Briefly state what you feel you can contribute as an employee for the Carlisle Community School District in the position for which you are applying.

Agreement

I hereby certify that the above information to the best of my knowledge is true, accurate, and complete. Any misrepresentation or willful omissions of facts shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and records become the property of the District, which reserves the right to accept or reject it. I further agree to observe all rules, regulations, and policies of the District.

Signature of Applicant

I hereby authorize the District to conduct work history, personal reference or police record inquiries to determine my acceptability for employment.

Signature of Applicant

Nondiscrimination Notice

Applicants are considered for all positions without regard to race, color, creed, gender, national origin, religion, age, sexual orientation, gender identity, or disability. The Carlisle Community School District is an Equal Opportunity/ Affirmative Action Employer.

Character, Service, and Excellence in Everything We Do.