

# WAWASEE COMMUNITY SCHOOL CORPORATION

## Insert To Employment Applications and Volunteering

### Request for Background Information

### IC 5-2-5 Criminal History Information

Dear Applicant:

Jobs with the Wawasee Community School Corporation involve contact with our student population. We ask that you complete the questions below to help us evaluate your suitability to work with these students. All applicants for employment are expected to provide us with this information; you are not being singled out for closer inspection. This insert is part of the Application itself and any misrepresentation or omission of fact may be grounds for disqualification from further consideration or for termination from employment regardless of when the misrepresentation or omission is discovered.

The conviction of a crime or any affirmative answer provided by you on this insert is not an automatic bar to employment. The School District will consider the nature of any conviction or alleged conduct underlying the affirmative response, the date of the alleged conduct in question, your intervening conduct and the relationship between the offense or alleged conduct underlying the affirmative response and the position for which you are applying.

1. If you are now working, is your conduct as an employee or the quality of your work the focus of any investigation by your current employer? Yes \_\_\_\_ No \_\_\_\_
2. Have you ever resigned from a job after being disciplined by your employer or after being offered the opportunity to resign rather than be terminated? Yes \_\_\_\_ No \_\_\_\_
3. Have you ever been investigated for, charged with or plead guilty or “no contest” to any crime involving the sexual abuse of any person or indecency with a minor? Yes \_\_\_\_ No \_\_\_\_
4. Have you ever been charged with a crime, other than a minor traffic offense, where the court has deferred further proceeding without entering a finding of guilt and placed you on probation or in a public service or education program? Yes \_\_\_\_ No \_\_\_\_
5. Have you ever been convicted\* of an offense anywhere (an offense is defined as a Violation, Misdemeanor or Felony)? If you are not sure of the type of offense, answer “yes” anyway. You do not have to disclose any material sealed, expunged or set aside under Federal or State Law or Juvenile Delinquent or Youthful Offender Adjudication. Yes \_\_\_\_ No \_\_\_\_ \*Convicted means that you appeared before a court and/or a judge (either administrative or criminal) and either pled guilty, were determined guilty by a jury or judge, or paid a fine. You do not have to get arrested to be guilty of an offense. If you received a summons or ticket for anything other than a parking ticket on your car or a moving violation such as speeding, you MUST answer “yes”.
6. Do you have any criminal charges currently pending? Yes \_\_\_\_ No \_\_\_\_
7. Are you on parole or probation, deferred adjudication or under a pre-trial diversion agreement? Yes \_\_\_\_ No \_\_\_\_

**If answering “Yes” to any questions, please explain the circumstances on a separate sheet of paper and attach it to this application.**

# AUTHORIZATION AND RELEASE

I EXPRESSLY WAIVE IN CONNECTION WITH ANY REQUEST FOR, OR PROVISION OF SUCH INFORMATION, ANY CLAIMS OR CAUSES OF ACTION, INCLUDING WITHOUT LIMITATION, DEFAMATION, INFLICTION OF EMOTIONAL DISTRESS, INVASION OF PRIVACY, OR INTERFERENCE WITH CONTRACTUAL RELATIONS THAT I MIGHT OTHERWISE HAVE AGAINST THE SCHOOL DISTRICT, ITS OFFICIALS, EMPLOYEES, TRUSTEES OR AGENTS, OR AGAINST ANY PROVIDER OF SUCH INFORMATION.

I HAVE READ THIS AUTHORIZATION AND RELEASE OF ALL CLAIMS, AND I EXPRESSLY AGREE TO THE TERMS SET OUT HEREIN.

---

SIGNATURE

---

DATE

---

PRINT YOUR NAME HERE

---

\_\_\_\_-\_\_\_\_-\_\_\_\_  
SOCIAL SECURITY NUMBER

---

PRINT YOUR COMPLETE ADDRESS HERE

---

BIRTHDATE (mm/dd/yyyy)

**This form is also used for all Volunteer positions in our schools. Please indicate the school you are volunteering in: \_\_\_\_\_.**