

The Jay School Corporation
414 Floral Ave, P.O. Box 1239, Portland, IN 47371
 (260) 726-9341 FAX (260) 726-4959

EXTRA CURRICULAR APPLICATION

To Be Completed by Applicant:

Date: _____

Name _____ Social Security _____ - _____ - _____
 (Optional)

Address _____

City _____ State _____ Zip Code _____

Home Phone _____

Extra-curricular position desired: _____ School _____

PRIOR COACHING EXPERIENCE

Date	Location	Sport Coached

Attach Additional Pages if Necessary

EMPLOYERS: List below your previous employers, starting with the most current first.

1. Employer	Dates :	Work Performed
Address	From - To	
Job Title		
Supervisor	Hourly Rate / Salary	
Reason for Leaving	Starting Final	
2. Employer	Dates:	Work Performed
Address	From - To	
Job Title		
Supervisor	Hourly Rate / Salary	
Reason for Leaving	Starting Final	
3. Employer	Dates:	Work Performed
Address	From - To	
Job Title		
Supervisor	Hourly Rate / Salary	
Reason for Leaving	Starting Final	
4. Employer	Dates:	Work Performed
Address	From - To	
Job Title		
Supervisor	Hourly Rate / Salary	
Reason for Leaving	Starting Final	

Request for Background Information

Jobs with Jay School Corporation involve contact with our student population. Complete questions below to help us evaluate your suitability to work with students. All applicants for employment are expected to provide us with background information; you are not being singled out from other applicants for closer inspection.

Conviction of a crime or any affirmative answer provided by you is not an automatic bar to employment. The Jay School Corporation will consider the nature of any conviction or alleged conduct underlying an affirmative response, the date of the alleged conduct in question, your intervening conduct, the relationship between an offense or alleged conduct underlying an affirmative response, and the position for which you are applying. **If you answered yes to any of the following questions, explain the circumstances of each on a separate sheet and attach it to this application.**

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 convicted of or plead guilty to a crime, offense or infraction (including traffic infractions or offenses) other than those described in 3 above, that have not been expunged by a court or placed under seal? _____ yes _____ no
5. Have you ever been charged with a crime, where the court has deferred further proceedings without entering a finding of guilt? _____ yes _____ no

Authorization and Release- I authorize the administration of The Jay School Corporation to check my employment history, including without limitation, reference checks; police records and any other sources deemed appropriate by the Jay School Corporation. I will execute any additional documents necessary to allow all such checking. Additionally, I waive in connection with any request for, or provision of such information, any claims, causes or actions, including without limitation, defamation, infliction or emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against the school corporation, 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.

I understand that if employed: 1) any misrepresentation or omission of facts requested in the application is cause for dismissal and 2) If employment is for no definite period that I may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice.

CERTIFIED STAFF ONLY: PLEASE CHECK: _____ Payment on Contract _____ End of Season

Applicant's Signature: _____ Date: _____

Return this application to the building principal/athletic director

To Be Completed by the Principal

Names of the Candidates Interviewed: _____

Name of Recommended Candidate: _____

Interviewed By: _____

Did the High School Varsity Coach Participate in the Interview or Application Screening Process?

_____ yes _____ no

If no, please provide explanation: _____

I hereby approve this individual to fulfill the extra-curricular position of _____
represented in Category _____ from the current teacher's contract during this
20____ - 20____ school year.

Date

Principal's Signature

Attached to this application must be:

() Tax Forms (2) **(unless currently on file)**

() I9 Form **(Unless currently on file)**

To Be Completed by the Superintendent

I hereby accept the recommendation of the above individual to serve as an extra-curricular employee
of the Jay School Corporation for the 20____ - 20____ school year.

Date

Superintendent's Signature

EMPLOYEE REFERENCE CHECK VERIFICATION

(References will be checked by principal or high school athletic director)

Name of Candidate: _____ **Position being hired:** _____

(1) Date Reference was contacted: _____

Name of Reference: _____ Phone Number _____

Address of Reference: _____

Place of Employment of Reference: _____

Position Reference Holds with Company: _____

Comments about employee candidate: _____

(2) Date Reference was contacted: _____

Name of Reference: _____ Phone Number _____

Address of Reference: _____

Place of Employment of Reference: _____

Position Reference Holds with Company: _____

Comments about employee candidate: _____

(3) Date Reference was contacted: _____

Name of Reference: _____ Phone Number _____

Address of Reference: _____

Place of Employment of Reference: _____

Position Reference Holds with Company: _____

Comments about employee candidate: _____

I verify that the above information is correct and has been completed by:

Administrator's Signature: _____ **Date:** _____

To Jay Schools Applicant,

School Corporations, as of July 1, 2016, are required to administer an expanded child protection background check, along with the extensive criminal background check.

Upon recommendation of your hiring, you will be required to go online and fill out your criminal background check information. Safe Hiring Solutions will do the expanded check. This is your responsibility. We expect this to be done within one week.

In Safe Hiring, if you are being considered for a teaching position, please choose the **certified option**. If you are being considered for any other positions, (Instructional Assistant, Bus Driver, Custodian, etc.) please choose **non-certified**.

Volunteers with direct, ongoing contact with our students will also be required to do the extensive background check. You will choose the **volunteer** option.

This is the link to complete your background check:

<https://secure.safehiringsolutions.com/app.cfm?id=BD4D78AE-6A4F-4745-9CBA-793FFA1FC33B>

After completing your background check, you will receive an email from KidsTraks@dcs.in.gov. Please read the information from this email and click on the link they provide to complete your background check. This email will expire and failure to respond may delay your hiring process, so please complete this as soon as you get it.