



## Experience Summary

Type	Years
Teaching	
Student Teaching	
Administrative	
Classified	
Non-Academic	

## Education

Institution	State	Field of Study	Degree	Start	End

## Skills

Type	Skill

## Interests

Type	Description

## References

Name	Address	City	State	Zip	Phone	Email	Relationship

# Request for Background Information

Dear Applicant:

Jobs with the Griffith Public Schools 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. The questions are 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 Corporation 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, has your conduct as an employee or the quality of your work ever been the focus of any investigation by your current employer? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain the circumstances on a separate sheet and attach it to this application.
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 \_\_\_\_\_ If yes, explain the circumstances on a separate sheet and attach it to this application.
3. Have you ever resigned from a prior position (with or without being asked) under circumstances involving your alleged sexual contact with another person, mishandling of funds, or criminal conduct? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain the circumstances on a separate sheet and attach it to this application.
4. Have you ever been investigated for, charged with or plead guilty or “no contest” to, or been convicted of any crime involving the sexual misconduct of any person, indecency with a minor, or any other crime of moral turpitude? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain the circumstances on a separate sheet and attach it to this application. (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.)
5. Have you ever been charged with a crime, other than a minor traffic offense, where the court has deferred further proceedings without entering a finding of guilt and placed you on probation or in public service or an education program? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain the circumstances on a separate sheet and attach it to this application.
6. Have you ever been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, provide a record of such conviction.
7. If you have been charged with a crime, please indicate the date of the charge, the court action, the offense in question, and the address of the court involved: (Attach additional pages if necessary.)

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I affirm that I have never been convicted, or charged with and had the charges plea-bargained to a lesser offense, of any of the following offenses involving children as defined by Indiana Code: rape, criminal deviate conduct, child molesting, child exploitation, vicarious sexual gratification, child solicitation, incest, child selling, child seduction or sexual battery.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date of Birth  
(For use in criminal history checks only)

\_\_\_\_\_  
Social Security Number  
(For use in criminal history checks only)

**Griffith Public Schools  
Expanded Criminal Background Check**

Prior to employment, state law requires an Expanded Criminal Background Check be done on all new employees (both certified and non-certified) whose job will likely cause the person to have "direct and ongoing contact with children." This will be at a cost to you of \$28.00, payable by credit or debit card.

Please go to [www.griffith.k12.in.us](http://www.griffith.k12.in.us), click on "Employment," then in the drop down box on "Safe Hiring Solutions" in order to complete this background check. Once completed, your results will be forwarded directly to Griffith Public Schools.

**AUTHORIZATION, WAIVER AND RELEASE**

My signature below constitutes my authorization, waiver, and release for the Griffith Public Schools to check, and for all prior employers, supervisors, educational institutions, and state and federal agencies, and their present and former employees and agents, to divulge information relating to my qualifications for employment. Such information includes, but is not limited to, criminal history, information maintained by any teacher licensing agency, job performance evaluations, personnel file information, anecdotal records in the possession of supervisors, and any settlement agreement, by whatever name called, which resolved issues regarding my employment and any internal transfer or departure therefrom regardless of whether or not said agreement called for confidentiality.

My signature below also constitutes my express, voluntary waiver and release of any and all legal claims or causes of action against any and all state or federal agencies and present and former employers and their present and former employees and agents who sought or provided the above-indicated information, including the Griffith Public Schools to which I make this application for employment. Said claims or causes of action include, but are not limited to defamation, infliction of emotional distress, invasion of privacy, interference with contractual relations, and breach of contract.

Further, said signature is my express, voluntary promise to hold said entities and individuals harmless from any and all liability, costs, or damages, including attorney fees, resulting from said legal claims or causes of action. I have read and understood this Authorization, Waiver, and Release and expressly and voluntarily agree to its terms.

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

\_\_\_\_\_  
Date

This application form will be maintained for a period of one year, unless the applicant yearly submits updated information.

The Griffith Public Schools does not discriminate, deny benefits to, nor exclude anyone from participation on the basis of sex, race, national origin, religion, handicap, or color of skin.

For Office Use Only:

Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Position \_\_\_\_\_ Assignment \_\_\_\_\_

Salary Information \_\_\_\_\_

Effective Date \_\_\_\_\_