

CANNELTON CITY SCHOOLS  
OFFICE OF THE SUPERINTENDENT  
109 S 3<sup>RD</sup> STREET, SUITE A  
CANNELTON, INDIANA 47520  
TELEPHONE (812) 547-2637  
FAX (812) 547-4142

AN EQUAL OPPORTUNITY EMPLOYER

The Cannelton City School Corporation does not discriminate on the basis of age, race, color, religion, sex, marital status, handicap/disability, or national origin.

NON-CERTIFIED PERSONNEL APPLICATION

\_\_\_\_\_  
Date

**PERSONAL DATA (Please type or print)**

1. Name \_\_\_\_\_  
First Middle Last
2. Social Security Number \_\_\_\_\_
3. Present Address \_\_\_\_\_ Phone No. \_\_\_\_\_  
\_\_\_\_\_  
E-Mail \_\_\_\_\_
4. Permanent Address \_\_\_\_\_ Phone No. \_\_\_\_\_  
(if different from  
above) \_\_\_\_\_
5. Position (s) Desired: (Check One or More)  
  
\_\_\_\_\_ Instructional Aide  
  
\_\_\_\_\_ Secretary  
  
\_\_\_\_\_ Custodian  
  
\_\_\_\_\_ Maintenance  
  
\_\_\_\_\_ Cafeteria: a) \_\_\_\_\_ Cook, b) \_\_\_\_\_ Cashier, c) \_\_\_\_\_ Supervisor  
  
\_\_\_\_\_ Other (Specify) \_\_\_\_\_
6. When will you be available for work? \_\_\_\_\_
7. Do you have a driver's license? \_\_\_\_\_ Yes \_\_\_\_\_ No

**WORK EXPERIENCE**

8. List last three (3) employers – most recent experience first (Make sure you list the employer's phone number)

DATES EMPLOYED	EMPLOYERS NAME (INCLUDE ADDRESS)	PHONE	SUPERVISOR'S NAME	REASON FOR LEAVING	TYPE OF WORK OR POSITION HELD
From _____ To _____					
From _____ To _____					
From _____ To _____					

9. If employed now, may we make inquiries of your present employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

10. Please explain any gaps in employment of over 30 days \_\_\_\_\_

11. Have you ever been dismissed from a position? (Please check) \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, explain \_\_\_\_\_

12. Have you ever been asked to resign from a position? (Please check) \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, explain \_\_\_\_\_

13. Have you ever resigned from a position rather than being dismissed? (Please check)

\_\_\_\_\_ Yes \_\_\_\_\_ No If yes, explain \_\_\_\_\_

**EDUCATION**

14. List schools attended and special training received:

Circle highest year completed: High School 7 8 9 10 11 12 College 13 14 15 16

School or Institution	Location	Diploma or Degree	Dates Attended	Number of Years
High School				



School or Institution	Location	Diploma or Degree	Dates Attended	Number of Years
Business or Trade School				
College				
Other				

**PERSONAL INFORMATION**

15. Are you a former employee of the Cannelton City School Corporation? \_\_\_\_ Yes \_\_\_\_ No

If yes, give dates of employment \_\_\_\_\_

If yes, give reason(s) for leaving \_\_\_\_\_

16. List any relative(s) currently employed by the Cannelton City School Corporation.

Name	Relationship	Department or School

**PERSONAL REFERENCES**

17. Give names and complete addresses of at least three references who are familiar with your personality, character, and work habits. (Do not use relatives as references.)

Name	Years Known	Official Position	Address (include Street/City/State/Zip)
			Phone: _____
			Phone: _____
			Phone: _____
			Phone: _____

**Note: Submission of resume is recommended, but not required.**

18. Use the space below to:

- Briefly explain why you want to work for the Cannelton City School Corporation.
- More thoroughly explain any of your qualifications you want to stress.
- Present any additional information which you have not been able to include elsewhere on the application.



- \*Conviction** means the final judgment on a verdict or a finding of guilty, a plea of guilty, or a plea of nolo contend ere, in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does **not** include a final judgment which has been expunged by pardon, reversed, set aside, or otherwise rendered invalid.

Under penalty of perjury, I hereby affirm that the information presented on this application is true, accurate, and complete. I authorize the investigation of all statements contained herein and understand that any document relevant to this information may be reviewed by agents of the Cannelton City School Corporation. I authorize the Cannelton City School Corporation to make reference checks prior to employment and I will execute such documents to facilitate this investigation. I understand that misrepresentation or omission of pertinent facts may be cause for dismissal.

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Signature

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Date