



SUBSTITUTE TEACHER APPLICATION

(Revised 4/2021)

Date of Application _____

Name _____ Social Security # _____
Last First Middle

Address _____ City _____ State _____ Zip Code _____

Telephone # _____ Cell # _____

E-Mail Address _____

EDUCATIONAL BACKGROUND

High School _____ School Corporation _____

Year of Graduation _____ City _____ State _____

<u>College/University and Location</u>	<u>Nature of Training</u>	<u>Dates Attended</u>	<u>Mo./Yr. Graduated</u>	<u>Degree Earned</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please list any previous teaching experience: _____

PERSONAL REFERENCES

(Please do not list relatives as references)

<u>Name</u>	<u>Address</u>	<u>Telephone #</u>	<u>Occupation</u>	<u>Years Known</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please attach to this application: A copy of your current Indiana teaching license or substitute teaching permit. If you do not have a current teaching license or substitute teaching permit, please apply for a substitute teaching permit using the following link on the Indiana Department of Education website: <https://license.doe.in.gov/>. Select "Create Profile", "Apply Online", and specify that it is for Benton Community School Corporation. After it is approved, print your substitute teaching permit and attach it to this application.

Waiver Public Law 93-380

“Family Educational Rights and Privacy Act of 1974”

I hereby certify that the information found with this application has been provided voluntarily and I waive any right to assert discrimination on the basis of that which has been divulged.

Waiver: “Public Law 93-380 Family Educational Rights and Privacy Act of 1974”

I hereby authorize all persons, firms, corporations, educational institutions, and organizations of any kind to release to Benton Community School Corporation any and all information, files, or records pertaining to this application, to permit inspection, and to furnish copies of any documents pertinent to this application. I further authorize and all persons in any capacity to answer any and all questions in any form that may be submitted to them concerning this application.

I hereby acknowledge that each and every statement made in this application is true and complete to the best of my knowledge and belief. I further agree to contact Benton Community School Corporation and correct any statement contained herein and discovered to be untrue or incomplete prior to my employment in said school corporation. I understand that, if employed, falsified statements may be considered sufficient cause for dismissal.

Equal Opportunity Policy: The Benton Community School Corporation is an Equal Opportunity Employer/Educational Institution and does not discriminate on the basis of race, color, religion, sex, national origin (Title VI and VII, Title IX), disability (ADA and Section 504), age (ADEA and IADA), sexual orientation and/or any other protected status as defined by law, in employment and its educational programs. Title VI and VII of the Civil Rights Act of 1964 (Title VI and VII); Title IX of the 1972 Educational Amendments (Title IX); the Americans with Disabilities Act (ADA); Section 504 of the Rehabilitation Act of 1973 (Section 504); the Age Discrimination in Employment Act (ADEA); the Indiana Age Discrimination Act (IADA). For more information on this Equal Educational and Employment Opportunity Policy, or to report violations of this policy, contact the Superintendent, Benton Community School Corporation, P.O. Box 512, 405 S. Grant Ave., Fowler, Indiana 47944. Telephone (765) 884-0850. So resolved this 26 day of November, 2012.

E-Verify: This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment. Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.

Statement of Acceptance

I grant permission for Benton Community School Corporation to request personal and employment references from those listed and certify that I can, and will upon request, substantiate all statements made on this application and that such statements are true, complete to the best of my knowledge and are made in good faith. I understand that any misrepresentation of this information shall be cause for denial of employment and, if employed, for dismissal. Submission of this form certifies that I hereby expressly authorize the Board of Education, its agents, and its employees to investigate my personal and employment history, expressly including, but not limited to federal and/or state criminal, law enforcement, or traffic records, which may include confirmation by fingerprint identification.

I Accept The Above Terms and Conditions.

Print Full Name: _____ **Full Signature:** _____ **Date:** _____

July 1, 2016

Dear Prospective Employee:

Employment with Benton Community School Corporation is contingent upon a clean criminal history background investigation provided by Safe Hiring Solutions. This will be completed in a two-step process.

Included is a background information sheet and permission form that needs to be completed and returned with your application. A limited background check will be completed during the application process.

Once an applicant is interviewed and hired an extended background check will be completed using Safe Hiring Solutions' online service. The corporation office will provide you with a link for this service to be completed. This service will be employee-paid using a credit card process. The charge for this service will start at \$38.40.

Thank you.

The Benton Community School Corporation

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REQUEST FOR BACKGROUND INFORMATION

Dear Applicant:

Jobs with Benton 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 supply 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 facts 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
If yes, explain the circumstances below.

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 below.

3. Have you ever been investigated for, charged with, or pleaded guilty or “no contest” to any crime involving the sexual abuse of any person or indecency with a minor? Yes No
If yes, explain the circumstances below.

4. Have you ever been charged with a crime listed in number 3 (above) where the court has deferred further proceedings without entering a finding of guilt and placed you on probation or in a public service or educational program? Yes No
If yes, explain the circumstances below.

5. Have you even been convicted of a crime other than a minor traffic offense or has any court ever deferred further proceedings without entering a finding of guilt and placed you on probation or in a public service or education program? Yes No
If yes, explain the circumstances below.

*Birth Date: _____ *Sex (Gender): _____ *Race: _____

*please complete this information requested only for purposes of requesting criminal history information.

AUTHORIZATION AND RELEASE

I authorize the school district to check my employment history including, without limitation, reference checks, and to seek the release of investigatory information, including a "limited criminal history", possessed by any private or public employer or any local, state, or federal agency. I authorize these private and public employees or local, state, or federal agencies to provide the school district any information they may release concerning the matter described herein, and I will cooperate to the extent necessary to obtain the release of this information.

I EXPRESSLY WAIVE IN CONNECTION WITH ANY REQUEST FOR , OR PROVISION OF, SUCH INFORMATION ANY CLAIMS OR CAUSES OF ACTION INCLUDING, WITHOUT LIMITATION, DEFAMATION, INFLECTION 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. BY CHECKING THE "I ACCEPT" FIELD BELOW AND PRINTING AND SIGNING MY FULL NAME, I AGREE TO THESE TERMS.

I ACCEPT

FULL NAME: _____ FULL NAME SIGNATURE: _____ DATE: _____

SOCIAL SECURITY NO: _____

MAIDEN/OTHER NAME(S): _____

ADDRESS: _____

CITY/STATE: _____ ZIP CODE: _____

Please print this application and mail it to:

Benton Community School Corporation
Attn: Personnel (Applications)
405 S Grant Ave
PO Box 512
Fowler IN 47944

Or email it to:

applications@benton.k12.in.us

You will have to save it and then email it as an attachment.

Substitute Teacher Reimbursements

Effective December 4, 2021 through the end of the 2020-21 School Year

The BCSC school board will reimburse any New Substitute Teacher applicant for the substitute teaching license fee and the criminal history background check that are required to substitute teach in the schools.

The substitute teacher will be reimbursed for those fees after their first day of substitute teaching in one of the schools. The substitute teacher will be required to submit documentation to the corporation office of those payments to receive reimbursement.