TWIN RIVERS CAREER AND TECHNICAL EDUCATION AREA

EMPLOYMENT APPLICATION

(Please print or type)

Name_____ (_____)
Last First Middle (Maiden)

Address _____
Street

_____
City State Zip e-mail

Phone _____FAX_____ Position Applying for_____

Do you have any health problems that might prevent you from performing the duties of this position? Yes _____ No_____ If yes, please explain on separate sheet.

EDUCATION:

	Name of school	Location	Dates of Attendance	Degree
High School				
College				

WORK EXPERIENCE: (List most current first)

Job Title	Firm/Business	Location	Dates Employed

You may attach a resume with additional information.

REFERENCES:

Name	Address	Position	Telephone

Return entire application to:

I certify the above information is correct.

_____ _____
Signature Date

Twin Rivers CTE Area
P. O. Box 1266
Vincennes, *IN 47591*
812/882-0801; FAX 882-0802
Email: jroberts@twinriversarea.org

Twin Rivers Career and Technical Education Area is an equal opportunity employer and will not discriminate against anyone on the basis of sex, age, race, color, natural origin, or handicap.

TWIN RIVERS CAREER AND TECHNICAL EDUCATION AREA

REQUEST FOR BACKGROUND INFORMATION

Dear Applicant:

Jobs with the Twin Rivers Career and Technical Education Area 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 are expected to provide us with this information; you are not being singled out for closer inspection. This request is a 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 affirmation answer provided by you on this request is not an automatic bar to employment. Twin Rivers Career and Technical Education Area 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 your 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 on a separate paper 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 paper and attach it to this application.

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_____ If yes, explain the circumstances on a separate paper and attach it to this application.

4. 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 a public service or education program?

   Yes_____ No_____ If yes, explain the circumstances on a separate paper and attach it to this application.

5. Have you ever been arrested for or convicted of a crime that has not been expunged by a court?

   Yes_____ No_____ If yes, explain the circumstances on a separate paper and attach it to this application.

_____ _____

Signature Date

Twin Rivers Vocational Area

Employment Screening Policy

APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

Twin Rivers Vocational Area requires, as a condition of employment, and/or continued employment that all applicants consent to and authorize a verification of the information submitted on their application or resume. **Please read this statement carefully**.

This release and authorization acknowledges that Twin Rivers Vocational Area may now, or at any time while I am employed, conduct a verification of my education, employment history, credit history, and motor vehicle records including accident history. In addition I understand that an Investigative Consumer Report may be requested and I understand that this report may include information as to my character, general reputation, personal characteristics, mode of living, work habits, performance and experience, along with the reasons for termination of past employment, whichever are applicable, obtained through personal interviews with associates and personal references who have knowledge concerning such items of information. In addition Twin Rivers Vocational Area may require that I provide a urine specimen to be tested for the presence of drugs or alcohol, and may request and receive any record of criminal history or other relevant information pertaining to me which may be in the files of any Federal, State or Local criminal justice agency, and /or other information as deemed necessary to fulfill the job requirements.

I have read and understand this release and consent and authorize the background verification. I authorize persons, schools, current and former employers, and other organizations and agencies providing such information from any and all claims of damages in connection to their release of any requested information. I agree that any copy of this document is as valid as the original.

I authorize Reference Services, Inc. and any of its agents and/or employees to disclose verbally and in writing the results of this verification process to the designated authorized representatives of **Twin Rivers Vocational Area**. The results may be used to determine employment eligibility under this Company's employment policies.

I do hereby agree to forever release and discharge **Twin Rivers Vocational Area,** its agents, Reference Services, Inc. its agents as well as any and all agencies providing such information to the full extent permitted by law from any claims, damages, losses, liabilities, cost and expenses, or any other charge or complaint filed with any agency arising from the retrieving and reporting of information. According to the Federal Fair Credit Reporting Act, I am entitled to know if employment was denied based on information obtained by my prospective employer, and to receive, upon request, a disclosure of the public record information and of the nature and scope of the investigative report. If I am a resident of Minnesota, California or Oklahoma only and would like a copy of the investigative report, I will check here __.

I, the undersigned applicant, do hereby certify that the information provided by me for the purpose of employment is true and complete to the best of my knowledge. I understand that if I am employed, any false statements will be considered as cause for possible dismissal. I also acknowledge that any employment with **Twin Rivers Vocational Area** is at will employment and either the company or the employee can terminate the employment relationship at any time, with or without cause, with or without notice.

Please provide all requested information and provide addresses for the last seven- (7) years

Applicant's Name, Printed – Last, First Middle _____ Maiden or Other Name(s) Used _____

Current Address – City, State, Zip _____ How Long _____ County _____

Previous Address – City, State, Zip _____ How Long _____ County _____

Previous Address – City, State, Zip _____ How Long _____ County _____

Social Security Number _____ Date of Birth _____

Print Name as it appears on Driver's License _____ State _____ Drivers License Number _____

May we contact present employer for reference?
( ) Yes ( ) No

Signature _____ Date _____