

Elkhart & St. Joseph Counties Head Start Consortium
Addendum to Application

Applicant's Name: _____

Date of Application: _____

I hereby certify that the information contained in this application and all addenda/attachments submitted for consideration of employment by the South Bend Community School Corporation is true to the best of my knowledge and belief. I understand and agree that any misrepresentation or false statement by me in connection with the application and addenda/attachments will constitute justifiable cause for SBCSC not to employ me or, if employed, to terminate my employment for cause regardless of when the misrepresentation or omission is discovered.

Applicant's Initials: _____

Please answer the following:

A1. Are you presently being investigated or being considered for discharge by your present employer?

Yes _____ No _____ If yes explain the circumstances below and on the attached sheet

A2. Has your conduct as an employee or the quality of your work ever been the focus of any investigation by a previous employer?

Yes _____ No _____ If yes, explain the circumstances below and on the attached sheet

A3. 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 and on the attached sheet

A4. Have you ever resigned from a prior position (with/without being asked) under circumstances involving your employer's investigation of alleged sexual contact with another person, mishandling funds, or criminal conduct?

Yes _____ No _____ If yes, explain the circumstances below and on the attached sheet

A5. Have you ever had a teaching/non-teaching contract non-renewed at the end of a school year?

Yes _____ No _____ If yes, explain the circumstances below and on the attached sheet

A6. Have you ever been investigated for, charged with, pleaded guilty or "no contest" (nolo contendere) to, or been convicted of any crime involving sexual misconduct of any person, indecency with a minor, or any other crime of moral turpitude?

(examples of crimes of moral turpitude include, but not limited to, fraud, perjury, robber, theft, burglary, murder, rape, swindling, lewdness, indecency with a minor, and attempts to commit any of these or similar crimes.)

Yes _____ No _____ If yes, explain the circumstances below and on the attached sheet

A7. 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 education program?

Yes _____ No _____ If yes, explain the circumstances below and on the attached sheet

A8. Have you ever been convicted of a crime other than a minor traffic offense? Include convictions for traffic offenses involving the use or possession of alcohol or controlled substances, or offenses in connection with accidents involving serious injury to persons or property

Yes _____ No _____ If yes, explain the circumstances below and on the attached sheet

A9. If you answered yes to any of the above, please provide a detailed written explanation for each question to which you provided an affirmative response. Your explanation must include the following: the nature of the offense or misconduct; the date of the incident(s) giving rise to the investigation, charge, or conviction; the governmental agency or employer conducting the investigation; the date of the charge or conviction; the court action/sentence; the county/city of the court involved; and any other circumstance that may be relevant. Attach additional pages if necessary.

Conviction of a crime or any affirmative response provided by you on this addendum is not an automatic bar to employment. South Bend Community School Corporation will consider the nature of the conviction or alleged conduct underlying the affirmative response, the date of the offense or conduct in question, and the relationship between the offense or conduct and the position for which you are applying. However, any false or misleading information provided by the applicants will be interpreted as willful misrepresentation and shall be full and sufficient grounds to refuse to employ, or having been employed, shall be immediate cause for dismissal.

All information furnished in this application and addendum may be verified by South Bend Community School Corporation. My signature below constitutes authorization to check my employment history, including without limitation, evaluations, criminal arrest and conviction record checks, reference checks, and release of investigatory information possessed by any private or public employer or any state, local, or federal agency. I further authorize those persons, agencies, or entities that the South Bend Community School Corporation contracts in connection with my employment application to fully provide South Bend Community School Corporation any information on the matters set forth above. I expressly waive in connection with any request for or provision of such information, any claims, including without limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against South Bend Community School Corporation, its agents and officials or against any provider of such information.

To help ensure a safe environment, each individual hired for employment with the South Bend Community School Corporation must submit a copy of the individual's expanded criminal background history. There is a fee for the expanded criminal history check that varies from individual to individual depending on past residence history.

Signature: _____

Date Signed: _____