TEACHER APPLICATION

Revised 4-11

MILAN COMMUNITY SCHOOLS
412 EAST CARR STREET
MILAN, INDIANA 47031

Date_____

1. Name_____
Last First Middle Initial/ Maiden Name

2. Present Address_____
Street/P.O. Box

_____
City State Zip Code

Phone Number(s):_____

Email: _____

3. Position for which you are applying_____

List in order of preference the grades or subjects you would like to teach:

(a) _____ (b) _____ (c) _____

4. Educational Background - List high school from which you graduated and all colleges and universities attended full time.

Dates	School	City and State	Degree	Major	Minor

5. List any honors/distinctions:_____

_____

6. All adult teaching experience. Include student or practice teaching.

Dates	School	City/State	Phone	Grades/Subjects

7. Other work experience beyond high school:

Dates	Employer	City/State	Phone	Position

8. What extra-curricular activities are you willing and capable of sponsoring?

_____

9. Were you trained for another profession or occupation before entering teaching? If so, what?

_____

10. Active Duty Military Experience

Service Branch	Dates of Service	Type of Discharge

11. References (3): These should be persons qualified and willing to give an honest appraisal of your fitness for the position you seek. Please include superintendents and principals with whom you have worked.

Name	Position	Address	Phone

12. Certification:

State: _____ Subject Area(s):_____

Expiration Date: _____ Type of License: _____

13. If you do not currently have a license, have you applied? _____

If yes, date of application:_____

14. If you are a member of the Indiana TRF, what is your account number? _____

Background Questions

___ Yes ___ No 1. Are you being investigated or being considered for discharge by your present employer?

___ Yes ___ No 2. Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?

___ Yes ___ No 3. Have you ever been denied tenure?

___ Yes ___ No 4. Have you ever resigned from a position under circumstances involving your employer's investigation of improper conduct, mishandling of funds, or criminal conduct?

___ Yes ___ No 5. Have you ever been charged with or investigated for physical or sexual abuse of another person?

___ Yes ___ No 6. Have you ever been charged with a crime other than a minor traffic violation, whether or not you were convicted?

If you answered "yes" to any of the questions above, please explain on a separate sheet of paper.

I certify that the information I have given on this application is true and complete to the best of my knowledge. I understand that any false or misleading information on this application shall be fully sufficient grounds to be refused employment and/or termination of a contract.

To help ensure a safe environment, it is the policy of the Milan Community School Corporation to require each individual hired for employment to submit to the School Corporation, a copy of the individual's expanded criminal background history. Prospective employees may obtain an expanded criminal history background check through Milan Community School Corporation for a fee of $28.00.

_____ _____

Applicant's Signature Date

Documentation to be included with the application:

- Letter of interest
- Resume
- Unofficial copies of transcripts
- Three recent letters of reference
- Copy of certification

Please mail all materials in one packet to:

Superintendent's Office
Milan Community Schools
412 East Carr Street
Milan, Indiana 47031

or email them in PDF format to:

susan.dudgeon@milan.k12.in.us