

**BREMEN PUBLIC SCHOOLS**  
**512 WEST GRANT STREET**  
**BREMEN IN 46506**  
"AN EQUAL OPPORTUNITY EMPLOYER"

**Bremen Public Schools administers post-offer, pre-employment drug tests as a Condition of Employment.**

## SECRETARIAL/CLERICAL APPLICATION

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

TELEPHONE NUMBER \_\_\_\_\_ SOC SEC # \_\_\_\_\_

Are you responding to a job posting? \_\_\_\_\_ If so, which one? \_\_\_\_\_

POSITION DESIRED:

I am interested in: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ 12 Month \_\_\_\_\_

What kinds of work do you feel best qualified to do? \_\_\_\_\_

Do you have experience in any of the following areas: (please check)

_____ Computers	_____ Microsoft Software
_____ Filing	_____ Bookkeeping
_____ Phones	_____ Receptionist Duties
_____ Typing	_____ Other Software Products
_____ Office Machines (please list) _____	

Why are you seeking this type of work?

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# EDUCATION

SCHOOL ATTENDED	LOCATION TOWN/CITY/STATE	NO. YEARS ATTENDED	DEGREE	MAJOR
HIGH SCHOOL				
COLLEGE				
TECHNICAL				
OTHER				

# EXPERIENCE

List in Chronological Order

NAME OF EMPLOYER (Company)	CITY AND STATE	PERIOD OF SERVICE (Give exact dates)	TYPE OF WORK	REASON FOR LEAVING
		From _____ To _____		
		From _____ To _____		
		From _____ To _____		

Three references are REQUIRED. Give names and addresses of persons for whom you have worked and are now working. One name may be a personal reference. The complete mailing address MUST be included. All references may be requested to complete a written inquiry.

## REFERENCES

NAME	COMPLETE MAILING ADDRESS, INCLUDING ZIP CODE	RELATION TO YOUR WORK

I hereby acknowledge that, at the time of my post-offer, pre-employment physical examination, or for reasonable suspicion subsequent to employment, blood and/or urine samples may be taken and tested for evidence of consumption by me of illegal drugs and/or alcohol. I consent to such testing, and hereby release, discharge and waive any and all claims I now or may in the future have against Bremen Public Schools and/or medical personnel related to such tests or the results thereof.

I certify that the facts in this application are true and complete.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Comments:

**BREMEN PUBLIC SCHOOLS  
REQUEST FOR BACKGROUND INFORMATION**

Dear Applicant:

Jobs with Bremen Public Schools 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 applications for employment are expected to provide us with 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 Corporation 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.

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1. If you are now working, is your conduct as an employee or the quality of work the focus of any investigation by your current employer? Yes \_\_\_ No \_\_\_ If yes, explain the circumstances on a separate sheet 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 terminate? Yes \_\_\_ No \_\_\_ If Yes, explain the circumstances on a separate sheet of paper and attach it to this application.
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 on a separate sheet 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 sheet and attach it to this application.

**AUTHORIZATION AND RELEASE**

I authorize the School Corporation 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 or public employees or local, state, or federal agencies to provide the School Corporation 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, INFLICTION OF EMOTIONAL DISTRESS, INVASION OF PRIVACY OR INTERFERENCE WITH CONTRACTUAL RELATIONS THAT I MIGHT OTHERWISE HAVE AGAINST THE SCHOOL CORPORATION, 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.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
Print Your Name