

TRI-COUNTY SCHOOL CORPORATION
105 N 2ND STREET
Wolcott, IN 47995
(219) 279-2418

APPLICATION FOR SUPPORT STAFF

Date _____

Name _____ Telephone _____

Address _____
City State Zip

Birth Date (For Criminal History Check) _____

Position interested in at Tri-County _____

When are you available? _____

EDUCATION

High School _____

Other _____

EXPERIENCE

List your last two places of employment:

<u>Employer</u>	<u>Dates</u>	<u>Duties</u>
_____	_____	_____
_____	_____	_____

REFERENCES

Please list three references who know of your experience and work:

<u>Name</u>	<u>Title</u>	<u>Email Address</u>	<u>Telephone</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature of Applicant

TRI-COUNTY SCHOOL CORPORATION

SUPPLEMENT TO EMPLOYMENT APPLICATION

Request for Background Information

Dear Applicant:

Jobs with the Tri-County 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 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 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 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.

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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 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 terminated? Yes _____ No _____. If yes, explain the circumstances on a separate sheet 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 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.

4/2024

To Whom It May Concern:

Regarding the Criminal Background Check, the link is now on our website. Please follow the instructions below. **Please do this ASAP!** If you have any questions, feel free to give me a call.

The process will cost you approximately \$30.85 (Base Price) for Non-Certified (Support Staff) employees and approximately \$34.80 (Base Price) for Certified employees, with additional charges if you lived in other states. This covers the background check, mandatory Department of Child Services checks for both Non-Certified (Support Staff) and Certified employees and teaching license verifications for Certified employees. Once you do it for us, the report will come back to me, and I will make copies of the report, if you need a copy.

1. Go to www.trico.k12.in.us
2. Go to "Employment" at the top of the page, and click on it.
3. Make sure that you highlight "Background Check" and then click where it says "here". This will take to you the web site for Safe Hiring Solutions.
4. Once there, just follow the instructions given.

****PLEASE NOTE: YOU WILL RECEIVE A SEPARATE EMAIL or two FROM THE INDIANA DEPARTMENT OF CHILD SERVICES WITHIN A FEW DAYS TO COMPLETE THE REQUIRED INDIANA DCS FORM ONLINE. THE EMAIL WILL COME FROM KidTraks@dcs.in.gov. One will provide a user name and the other will provide a password for you to use.**

Please do not use a tablet or a phone because it will not work, please use a laptop or a computer only!!

Thanks,
Kristine Cain
Tri-County School Corporation
(219) 279-2418
caink@trico.k12.in.us