



## **GENERAL INFORMATION/INSTRUCTIONS FOR THE APPLICATION FOR EMPLOYMENT**

- It is the policy of the South Harrison Community School Corporation not to discriminate against any qualified applicant upon the basis of religion, race, color, national origin, sex, disability, or age.
- Your qualifications will be carefully reviewed and you will be given consideration for any suitable vacancy for ninety days from the date of submission.
- You may submit updates to this application as needed. Updates to the application restarts the ninety-day time period for your consideration of employment.
- In the interest of all students and staff members of South Harrison Community School Corporation, the School Board requires an inquiry into the personal background of each applicant the Superintendent recommends for employment on the Corporation's staff. Background information is to include the following: reviews of local, state and national criminal history records, sex-offender registry lists; and, telephone inquiry with former employer(s).
- Incomplete applications may disqualify you from consideration for employment.
- Submission of this application does not represent a contract of employment or a promise of future benefits by this School Corporation.
- By act of submission of this application, you certify that the information submitted via this application and subsequent Requests for Background Information is true, complete and accurate. South Harrison Community School Corporation is authorized to investigate your past employment, education and activities. False statements and/or omissions of pertinent information shall be sufficient cause for denial and/or discharge of employment.