

NON-CERTIFIED STAFF (NOT TEACHER) / NON-CERTIFIED SUBSTITUTE APPLICATION PROCESS

ITEMS YOU NEED TO APPLY FOR NON-CERTIFIED STAFF AND/OR NON-CERTIFIED SUBSTITUTE:

- _____ Complete MSD Non-Certified Staff / Non-Certified Substitute Application
- _____ Official college/university transcripts showing 60 credit hours (For Instructional Assistant or Permit Substitute Teacher)
- _____ Expanded Background is required by Indiana law for all new school employees. MSD of Steuben County has hired Safe Hiring Solutions to run our backgrounds. Safe Hiring Solutions website is available at: <https://sites.google.com/a/msdsc.us/substitute-instructions/home> **Step 3**. Safe Hiring requires the applicant to use a credit card for the approximately \$40 charge (cost varies depending on states/counties/previous licensure).
- _____ Copy of your Indiana Substitute Teacher Permit (For Substitute Teacher only). If you need to apply for a permit, the application is online at <http://www.doe.in.gov/licensing/substitute-plans>. The state requires the applicant to use a credit card for the application fee. **BEFORE YOU APPLY FOR YOUR PERMIT YOU WILL NEED TO HAVE ON FILE YOUR APPLICATION AND EXTENSIVE BACKGROUND OR YOUR PERMIT WILL NOT BE APPROVED.**
- _____ Employment Eligibility Verification (Form I-9) (**see backside of the form for acceptable ID documents**) <https://sites.google.com/a/msdsc.us/substitute-instructions/home> **Step 5**.
- _____ Employee's Withholding Allowance Certificate (Form W-4) <https://sites.google.com/a/msdsc.us/substitute-instructions/home> **Step 6**.
- _____ State of Indiana Employee's Withholding Exemption and County Status Certificate (Form WH-4) <https://sites.google.com/a/msdsc.us/substitute-instructions/home> **Step 7**.
- _____ ACH Agreement for Preauthorized Deposit (**need voided check for checking account or bank information for savings account**) <https://sites.google.com/a/msdsc.us/substitute-instructions/home> **Step 8**.

PERMIT SUBSTITUTE TEACHERS NEED ADDITIONAL ITEMS:

You will be placed on our sub list only after you have returned all completed forms, interviewed and have completed the mandatory online orientation.

- _____ Substitute Teachers, upon receipt of your completed application and all required documentation, will be contacted to schedule an interview. The interview will take approximately 30 minutes.
- _____ After the interview process, you may be directed to complete the mandatory online orientation.

If you have questions, please contact Deb Griffin
(260) 665-2854 extension 1305
dgriffin@msdsc.us

Incomplete applications will be held for 30 days and then destroyed.

WORK EXPERIENCE OTHER THAN TEACHING

Name and Location of Company (Begin with most recent)	Kind of Business	From		To		Reason for leaving
		Month	Year	Month	Year	

Are you employed at the present time? _____

REFERENCES

Character references: List the name, address and phone number of three people who can vouch for your conduct, honesty, and work habits?

NAME	POSITION	PHONE NUMBER	PRESENT ADDRESS

AGREEMENT

I certify that the information given on this application is true and complete to the best of my knowledge.

I authorize you to make such investigations and inquiries as may be necessary in arriving at an employment decision. I hereby release employers, schools or persons from all liability on account of their responses to inquiries made in connection with my application herein.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the MSD of Steuben County.

Signature of Applicant

Date

PLEASE PRINT THIS AND THE FOLLOWING PAGE, SIGN, DATE AND MAIL OR EMAIL TO THE NAME LISTED BELOW ALONG WITH THE REQUIRED INFORMATION ON THE FIRST PAGE:

**Deb Griffin, Administrative Assistant
M.S.D. of Steuben County
400 South Martha Street
Angola, IN 46703-1953
Phone: 260.665.2854 Extension 1305
Email: dgriffin@msdsc.us**

Completed applications remain on active file for one year. Renewal of the application is the responsibility of the applicant and can be accomplished by forwarding a written notice along with updates.

The School Board of Trustees declares it the policy of the Metropolitan School District of Steuben County to provide equal educational and employment opportunities regardless of race, creed, color, religion, national origin, age, gender, and where applicable marital status, familial status, parental status, domicile, disability, genetic information, veteran status, sexual orientation, political beliefs, reprisal, or any legally protected characteristic. For inquiries of: Title IX, Section 504, American With Disabilities Act Contact: Director of Curriculum & Instruction, 400 S. Martha Street, Angola, IN 46703, (260) 665-2854

BACKGROUND INFORMATION

- Yes No 1. Is your conduct as an employee or the quality of your work the focus of any investigation by your current employer?
- Yes No 2. Have you ever been reprimanded, disciplined, discharged, had your employment contract non-renewed, or asked to resign from a prior position?
- Yes No 3. Have you ever resigned from a position after being offered the opportunity to resign rather than be terminated?
- Yes No 4. Have you ever resigned from a prior position without being asked; but under circumstances involving your employer's investigation of sexual conduct with another person, mishandling of funds, or criminal conduct?
- Yes No 5. Have you ever had your teaching license suspended or revoked by any entity that may issue a teaching license?
- Yes No 6. Have you ever had an inquiry with the Department of Child Service where you have been the subject of a substantiated report of child abuse or neglect?
- Yes No 7. Have you ever had an inquiry with the Child Welfare Agency in any state where you have committed child abuse or neglect?
- Yes No 8. Have you ever been investigated for, charged with, or pled guilty or "no contest" to any crime involving the sexual abuse of any person or indecency with a minor?
- Yes No 9. Have you ever pled guilty, been convicted of, or otherwise been found in violation of the law by a court for any matter other than a minor traffic violation?
- Yes No 10. 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?

NOTE: If you checked **YES** for any of the ten questions, explain the circumstances on a separate sheet and attach it to this application.

AUTHORIZATION AND RELEASE

I expressly waive in connection with any request for, or provision of such information, any claims or accusations of action including, without limitation, defamation, infliction or emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against the school district, its officials, employees, trustees or agents, or against any provider of any information.

I have read this authorization and release of all claims, and I expressly agree to the terms set out herein.

I understand that if there are discrepancies between what I have checked above and the Expanded Background, I will explain the circumstances on a separate sheet and attach it to this application.

Signature: _____ **Date:** _____

*Metropolitan School District of Steuben County
400 South Martha Street
Angola, IN 46703*