

**RANDOLPH EASTERN SCHOOL CORPORATION**

**Non-Teaching Position Application**

731 N. PLUM ST.  
UNION CITY, IN 47390  
PHONE: 765-964-4994

**Instructions:** Complete the following application. Save it. Email to contact email address listed in the job posting on the web site.

The Randolph Eastern School Corporation does not discriminate in hiring or employment on the basis of race, color, religion, creed, national origin, sex, or ancestry. No question on this form is intended to secure information which could be used for such discrimination. The Age Discrimination in Employment Act of 1967, as amended, prohibits discrimination on the basis of age. The Randolph Eastern School Corporation fully adheres to the spirit and rules of the act. This application will be given every consideration, but its receipt does not imply that the applicant will be employed.

Full Legal Name \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_ Home Phone No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Social Security No. \_\_\_\_\_

E-mail Address \_\_\_\_\_ Cell Phone No. \_\_\_\_\_

Highest Grade of School Completed \_\_\_\_\_ Degree Attained: \_\_\_\_\_

High School Attended: \_\_\_\_\_ College Attended: \_\_\_\_\_

Type of Employment Desired \_\_\_\_\_

When could you begin work? (Approximately) \_\_\_\_\_

Special training for the type of work desired. (Schooling etc.) \_\_\_\_\_

Employment experience – List last three (3) places of employment; beginning with the most current.

Dates	Place of Employment	Type of Work	Phone No.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Personal Reference – Please list name, relationship, address, and telephone number. List three (3)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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List any other information about yourself that you feel is pertinent:

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

**RANDOLPH EASTERN SCHOOL CORPORATION POLICY ON THE IMPLEMENTATION OF TITLE IX OF THE EDUCATIONAL AMENDMENTS OF 1972 AND SECTION 504 OF THE U.S. REHABILITATION ACT OF 1973**

The Board of School Trustees of the Randolph Eastern School Corporation on October 15, 1975, adopted a policy concerning Title IX and on December 13, 1978, adopted a policy on Section 504 of the U.S. Rehabilitation Act of 1973. Employment practices as follows will be used:

1. that in accordance with Title IX of the Educational Amendments of 1972 and Section 504 of the U.S. Rehabilitation Act of 1973, no discrimination on the basis of a handicapped or sex is to exist.
2. that the Superintendent of Schools is designated to coordinate the Corporation's effort to comply with and carry out its responsibilities under the above identified laws, including the investigation of any grievance presented in writing alleging non-compliance or action prohibited by either law. Grievances should be filed at the Office of the Superintendent of Schools, 907 N. Plum St., Union City, IN 47390, telephone (765) 964-4994.
3. that within seven (7) calendar days after a grievance is submitted in writing, the Superintendent is to schedule a hearing with the grievant and hold said hearing within fourteen (14) calendar days after the hearing, the grievant is to receive a written reply of the action that will be taken. If the grievant is not satisfied with the action taken, he or she, within seven (7) calendar days after receiving the written reply, may request in writing a hearing before the Board of School Trustees to present his or her grievance. Grievance Report Forms are available in each school office and in the office of the Superintendent of Schools at the address enumerated above.

Copies of these policies in complete form are available for your use in the central office and each school office.