



**THE STANLEY CLARK SCHOOL  
APPLICATION FOR BUS DRIVER**

Date: \_\_\_\_\_

Name \_\_\_\_\_

First

Middle

Last

Present Address

Last Previous Address

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

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

How long? \_\_\_\_\_

How long? \_\_\_\_\_

Telephone:(\_\_\_\_) \_\_\_\_\_

Social Security \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Condition of General Health: \_\_\_\_\_

**EDUCATION**

School and Location	Dates: MO./YR. - MO./YR.	Diploma or Degree

**RECORD OF EMPLOYMENT**

Employment and Location	Position	Length of Time	Reason for Leaving

**POSITION DESIRED:** (indicate 1st and 2nd choice)

Full time driver (route, shuttles, field trips) \_\_\_\_\_

Substitute driver (route, shuttles, field trips) \_\_\_\_\_

What special abilities do you possess or experiences have you had that qualify you for the position(s) for which you have applied? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES**

List the names of at least three persons, including employers, whom we might contact for both personal and occupational references.

Name	Position and Company	Address	Telephone Number

Do you have a current **Commercial Driving License**?      Yes \_\_\_\_\_      No \_\_\_\_\_

Does your CDL have a Public Passenger endorsement?      Yes \_\_\_\_\_      No \_\_\_\_\_

Does your C.D.L. have an air brake endorsement?      Yes \_\_\_\_\_      No \_\_\_\_\_

Does your C.D.L. have an “S” endorsement?      Yes \_\_\_\_\_      No \_\_\_\_\_

Any restrictions?      Yes \_\_\_\_\_      No \_\_\_\_\_

When does your C.D.L. expire? \_\_\_\_\_  
Date

Do you have a current Standard Certificate certifying you have completed a school bus driver safety education course, or have experienced qualifications as required under IC 20-9. 1-3-11.5?      Yes \_\_\_\_\_      No \_\_\_\_\_

Has your driver's license ever been suspended or revoked?      Yes \_\_\_\_\_      No \_\_\_\_\_

Years of driver's experience: car \_\_\_\_\_ truck \_\_\_\_\_ van \_\_\_\_\_ bus \_\_\_\_\_

**Please answer the following questions.**

1. Have you ever been or are you presently being investigated or under a procedure to consider your discharge for misconduct by a present/past employer?
  
2. Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position, or have you ever been convicted of a crime other than a minor traffic offense?

If you answered yes to any questions above, please explain in detail including the governmental agency or employer conducting the investigation, date of the charge, the court action/sentence, the offense in question, and the county/city of the court involved. (Attach additional pages if necessary.)

Conviction of a crime is not an automatic bar to employment. The Stanley Clark School will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying. However, any false or misleading information provided by applicants will be interpreted as willful misrepresentation and shall be full and sufficient grounds to refuse to employ or, having been employed, shall be immediate cause for dismissal.

Do any of your relatives work for The Stanley Clark School? Include parents, spouse, or siblings. If yes, Please provide for each of these relatives their: (a) Name(s); (b) Relationship(s); (c) Department/school.

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This information is requested to ensure that The Stanley Clark School complies with state law (I.C. 35 - 44 1.3.). Employment of relatives will not bar you from employment with The Stanley Clark School.

I hereby certify that the information contained in this application submitted for consideration of employment by The Stanley Clark School is true to the best of my knowledge and belief. I understand and agree that any misrepresentation or false statement by me in connection with the application will constitute justifiable cause for The Stanley Clark School not to employ me, if employed, to terminate my employment for cause regardless of when discovered.

I understand and agree that all information in this application may be verified by The Stanley Clark School. My signature below constitutes authorization to check my employment history, including without limitations, evaluations, criminal arrest and conviction record checks, reference checks, and release of investigatory information possessed by any private or public employer or any state, local, or federal agency. I further authorize those persons, agencies, or entities that the Stanley Clark School contacts in connection with my employment application to fully provide the Stanley Clark School any information on the matters set forth above. I expressly waive in connection with any request for or provision of such information, any claims, including without limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against the Stanley Clark School, its agents and officials or against any provider of such information.

Signature: \_\_\_\_\_

Date signed: \_\_\_\_\_

The Stanley Clark School 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 to be used for such discrimination.

The Age Discrimination in Employment Act of 1967, as amended, prohibits discrimination on the basis of age, and The Stanley Clark School fully adheres to the spirit and rules of that Act.

This application will be given every consideration, but its receipt does not imply that the applicant will be employed.

**Return Application to:**  
Director of Transportation  
The Stanley Clark School  
3123 Miami Street  
South Bend, IN 46614  
574-291-4200

Interviewed By: \_\_\_\_\_

Date of Interview: \_\_\_\_\_

**Please attach a copy of your driver's license.**