

APPLICATION
FOR SUPPORT STAFF POSITIONS IN
TULPEHOCKEN AREA SCHOOL DISTRICT
27 REHRERSBURG RD.
BETHEL, PA 19507

Revised 4/01/07

(Please Type or Print)

Name _____
Last First Middle Social Security Number¹

Present Address _____
Street Telephone

City State Zip

Permanent Address _____
Street

City State Zip

E-mail Address (if available) _____

POSITION APPLYING FOR:

Maintenance _____ Custodial _____ Secretarial _____
Food Service _____ Lunch/Recess Aide _____ Coach _____
Instructional Aide _____

Other (Please Specify) _____

Are you interested in working as a substitute in one or more of the above categories? _____ If "Yes" which one(s)?

Date available for employment _____

¹Federal Privacy Act (5 U.S.C./552a note) Statement. Authority for requesting social security account numbers: Public School Code of 1949 [24 P.S. / 12-1212, 24 P.S. / 1224] Principal Purpose: To verify certification. Other Purposes: Identification and collection of criminal/disciplinary records for certified educators. Disclosure: Mandatory. Failure to provide the SSAN will result in an applicant not being considered for employment.

EDUCATIONAL BACKGROUND

	School or Institution and Location	Major/Minor or Course Taken	Diplomas, Degrees, Credits or Certification Earned	Grade Point Average (GPA)
High School				
College/University				
Graduate Study				
Additional Training/ Certification				

EXPERIENCE (Present or most recent first)

Dates		Name of Employer and Address		Your Title
From				
To		Phone Number		
Work Performed:				Reason for Leaving:
Name & Title of Supervisor:				Final Annual Salary

Dates		Name of Employer and Address		Your Title
From				
To		Phone Number		
Work Performed:				Reason for Leaving:
Name & Title of Supervisor:				Final Annual Salary

Dates		Name of Employer and Address		Your Title
From				
To		Phone Number		
Work Performed:				Reason for Leaving:
Name & Title of Supervisor:				Final Annual Salary

SECRETARIAL/CLERICAL APPLICANTS ONLY:

If you have applied for a Secretarial/Clerical position, please complete the following skills list:

Typing (yes or no): _____ wpm: _____ Length of Time Studied: _____

Bookkeeping (yes or no): _____ Length of Time Studied: _____

Filing (yes or no): _____

Office Machines Operated (Fax, Scanner, Calculators, etc.): _____

Computer Skills (check all that apply):

List Software Applications Used:

Word Processing _____

Spreadsheet _____

Database _____

Desktop Publishing _____

FOOD SERVICE APPLICANTS ONLY:

1. List any special training or certification in food service: _____

2. Have you had any experience in the preparation or service of large quantities of food? _____

3. Describe that related experience: _____

MAINTENANCE/CUSTODIAL APPLICANTS ONLY:

Place an **X** next to the work you have successfully performed:

Cleaning _____ Carpentry _____ Bricklaying _____

Dusting _____ Plumbing _____ Cement finishing _____

Wash windows _____ Steam fitting _____ Concrete work _____

Drive truck _____ Electrical work _____ Machinist _____

Truck mechanics _____ Refrigeration _____ Window shade _____

Truck body work _____ Sheet metal work _____ Roofing work _____

Grass cutting _____ Plastering _____ Other: _____

Gardening _____ Painting _____

Additional Related Training and Experience: _____

COACHING APPLICANTS ONLY:

If you have applied for a coaching position, please answer the following questions:

1. Please list what sport(s) you have played and/or coached and at what level:

<u>Sport</u>	<u>Player/Coach</u>	<u>Level</u> (Junior High, Senior High, College)
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Do you have any restrictions on your availability to practice after school (3:15 p.m.) due to full-time employment?
Please explain:

INSTRUCTIONAL AIDE/LUNCHROOM MONITOR APPLICANTS ONLY:

Do you have any experience(s) in working with groups of children? _____ Yes _____ No

If “Yes”, list below:

Do you have any computer/technology training? _____ Yes _____ No

If “Yes”, please describe:

OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experiences (including U.S. military service) and/or state any additional information you feel may be helpful in considering your application, i.e. honors, awards, activities, technology skills or professional development activities:

REFERENCES

Do not include relatives. References should include people who have first-hand knowledge of your professional competence and your personal qualifications. If any person(s) listed should not be contacted for reference at the present time, indicate in the left-hand margin the date contact(s) may be made.

Name	Position	Address	Telephone

GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer "Yes" to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate, which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal offense?	_____	Yes	_____	No
Are you currently under charges for a criminal offense?	_____	Yes	_____	No
Have you ever forfeited bond or collateral in connection with a criminal offense?	_____	Yes	_____	No
Within the last ten years, have you been fired from any job for any reason?	_____	Yes	_____	No
Are you subject to any visa or immigration status, which would prevent lawful employment?	_____	Yes	_____	No
Within the last ten years, have you quit a job after being notified that you would be fired?	_____	Yes	_____	No

Note: If you answered "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet, and include your social security number.

ACT 34 COMPLIANCE (Background Check of Prospective Employees)

Each Pennsylvania resident must submit with his/her employment application a copy of a report of Criminal History Record Information from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the State Police Central Repository contains no such information relating to that person. The criminal record history report must be no more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.

ACT 151 (PA Child Abuse History Clearance)

Each candidate must submit with his/her employment application a copy of an official clearance statement obtained from the Pennsylvania Department of Public Welfare or a statement from the Department of Public Welfare that no record exists. The clearance statement must be no more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.

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ACT 114 OF 2006 (Federal Criminal History Record)

Each candidate must submit with his/her employment application a copy of an official Federal Criminal History Record stating that no record exists. This record cannot be more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.

CERTIFICATION AND RELEASE AUTHORIZATION

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I further certify that I am the sole author of the essay. I understand that any misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) terminating my employment.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of Tulpehocken Area School District may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to this school district. I further authorize these officials to investigate my background, now or in the future, to verify the information provided and release from liability all persons and/or entities supplying information regarding my background. However, I do not authorize the production of medical records or other information, which would tend to actually identify a disability nor do I authorize inquiries which would include information related to any medical condition or medical history. Further, I do not waive any rights which I may have under state or federal law related to my right to challenge the disclosure of unlawful or inaccurate information, whether by the school district or by entities or persons providing such information to the school district, including any and all claims concerning allegations of employment discrimination because of race, color, sex, religion, national origin, ancestry, age or disability.

Date

Signature of Candidate (in ink)
[Must be original]

NOTE: During the interview process you will be asked to respond to several questions in writing.

Pennsylvania school districts shall not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the school district.