



PENNCREST School District

Personnel Office
 PO Box 808, Saegertown PA 16433
 Phone: 814-763-2323

SUPPORTIVE PERSONNEL APPLICATION FORM

Name Date of Application
Last First Middle

Address Telephone
 e-mail

LIST POSITIONS FOR WHICH YOU ARE APPLYING:

- | | | | |
|---|---|--|--------------------------------|
| <input type="checkbox"/> Aide | <input type="checkbox"/> Inter-District | <input type="checkbox"/> Mechanic | <input type="checkbox"/> Other |
| <input type="checkbox"/> Cafeteria employee | | <input type="checkbox"/> Mail Carrier | |
| <input type="checkbox"/> Clerk/typist | | <input type="checkbox"/> Maintenance | |
| <input type="checkbox"/> Custodian | | <input type="checkbox"/> Secretary | |
| | | <input type="checkbox"/> Health Technician | |

Are you interested in substituting in any position for which you have indicated above? _____

EDUCATIONAL BACKGROUND

List High School. Colleges, Universities and other institutions attended. List also trade schools and Vo-tech schools.

Institution	City & State	Dates Attended	Major & Minor	Diploma/Degree

EXPERIENCE

Begin by naming your most recent employer and others with whom you have been employed.

Name/Address of Employer	Supervisor	Nature of Experience	Dates	Phone Number

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 dispositions, 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 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? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever forfeited bond or collateral in connection with a criminal offense? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently under charges for a criminal offense? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Within the last ten years, have you been fired from any job for any reason? <input type="checkbox"/> Yes <input type="checkbox"/> No	Within the last ten years, have you quit a job after being notified that you would be fired? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Are you subject to any visa or immigration status which would prevent lawful employment?
 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 attached 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. Each out-of-state applicant must submit with his/her application for employment a copy of a federal criminal record history from the Federal Bureau of Investigation. The criminal history report must be no more than one (1) year old. The applicant **MUST** submit the ORIGINAL report prior to employment.

ACT 114 (Federal Criminal History Record)

Each applicant must submit with his/her employment application a copy of a Federal Criminal Record from the Federal Bureau of Investigation (FBI). Prospective employees must submit ORIGINAL report, which may not be more than one (1) year old.

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.

REFERENCES

List the names and addresses of individuals who are qualified to give an appraisal of your ability to perform in the position which you seek.

WORK-EXPERIENCE REFERENCE

Name	Address	Position	Phone Number

PERSONAL OR CHARACTER REFERENCE

Name	Address	Phone Number

CREDENTIALS

May PENNCREST officials obtain any and all credentials (including contacting your previous employers) necessary to evaluate your ability to perform in the position for which you apply?
yes no

I verify that the information given by me in this application is true, accurate and complete. I understand that if I have given any false information on this application or if I have omitted any material fact. I may be disqualified from employment with PENNCREST School District. or if hired I may be discharged upon discovery of such false statement(s) or omission(s).

_____ Signature _____ Date

If you wish to include any additional information which you feel is pertinent to this application, please use an additional page. This information may include your typing ability, bookkeeping experience and training, office machines operation mechanical ability and experience. etc.

AN EQUAL RIGHTS AND OPPORTUNITIES SCHOOL DISTRICT