

**Parkland School District  
1210 Springhouse Road  
Allentown, PA 18104  
APPLICATION for EMPLOYMENT**

<b>Status desired:</b>	
<input type="checkbox"/>	<b>Full-time</b>
<input type="checkbox"/>	<b>Part-time</b>
<input type="checkbox"/>	<b>Substitute</b>

Please check the position(s) for which you are applying:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Administrative Assistant/Clerical   | <input type="checkbox"/> Food Services    | <input type="checkbox"/> <b>Paraprofessional*</b>      |
| <input type="checkbox"/> Computer Technician/Data Processing | <input type="checkbox"/> Playground Aide  | <input type="checkbox"/> <b>Teaching Assistant*</b>    |
| <input type="checkbox"/> Tech Para                           | <input type="checkbox"/> Hall Monitor     | <input type="checkbox"/> <b>DRP/Title I Assistant*</b> |
|  | <input type="checkbox"/> Health Room Aide |  |

**\*These positions require an Associates Degree, or 48 college credits.**

Name \_\_\_\_\_ Date: \_\_\_\_\_  
                                     (Last)                                      (First)                                      (Middle)

Address \_\_\_\_\_  
   (Street)                                      (City, State, Zip Code)

Social Security Number \_\_\_\_\_ Telephone\_(\_\_\_\_\_)\_\_\_\_\_

Are you eighteen years of age or older? \_Yes \_No

E-Mail Address \_\_\_\_\_

**1. Educational Background**

	Name and Location	Course of Study	Years Completed	Diploma/Degree
High School <i>(Optional)</i>				
College or University				
Other (Trade or business school, military, etc.)				

**2. Work Experience** *(List previous employment, starting with your present or last position. You may include volunteer work. You may exclude naming organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status).*

Employment Dates	Position/Job Title	Name/Address/Phone of Employer	Supervisor	Salary Received	Reason for Leaving
From:					
To:					
From:					
To:					
From:					
To:					

3. Have you, at any time, been convicted of a felony, a misdemeanor, or a motor code violation?

Yes  No If "Yes", please explain: \_\_\_\_\_

*Note: A conviction will not necessarily disqualify an applicant for employment*

4. Are you an U. S. citizen or an alien lawfully authorized to work in the U. S.?  Yes  No

5. Are you an U. S. Veteran?  Yes  No

6. **Special Skills** (Please indicate special job-related skills and qualifications for the position(s) your are applying.)

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

7. References – work related. (Please indicate work related references including those who have supervised your work)

Name	Address	Telephone

Yes  No I authorize and release Parkland School District to contact the above references and discuss with them my background and qualifications for the sought position.

**Additional Information:**

**If a conditional offer of employment is granted, you will be required to submit the following:**

- **ACT 34 Clearance (PA State Police Criminal Background Check)**
- **ACT 114 (Federal Criminal History Record)**
- **ACT 151 Clearance (PA Child Abuse History Clearance)**
- **Physical form including the results of a TB test that has been completed within three months of a conditional offer of employment.**
- **U.S. Immigration and Naturalization Service I-9 Form and produce proof of citizenship or identity and work authorization.**

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**This application will be retained for a period of one year from date of application.**

My signature below certifies that to the best of my knowledge, all information provided herein is complete and true. I understand that any misrepresentation of information shall be sufficient cause for rejecting my candidacy, withdrawing any job offer, or terminating my employment.

I further authorize Parkland School District to investigate my background to verify the information provided, and release from all claims, causes of action, and liability all person and/or corporations supplying or receiving information concerning my background.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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In accordance with Title VI, Title IX, Section 504 and the Americans with Disabilities Act, the Parkland School District does not discriminate either in the educational or vocational programs and activities which it operates or in the employment of personnel, on the basis of sex, handicap, disability, race, color, national origin, age or religion.

If you are physically or mentally disabled, or visually or hearing impaired, you may qualify for special services/instruction/equipment modifications so you can successfully complete the educational program or participate in activities.

All inquiries concerning this policy/questions regarding specific programs, services and facilities for the handicapped should be directed to the district equal rights officer, Assistant Superintendent, Parkland School District, 1210 Springhouse Road, Allentown, PA at 610-351-5505.

**Note: If you need assistance to complete this application, please contact the Human Resources office at (610) 351-5530.**

Return application to: **Human Resources Department, Parkland School District,  
1210 Springhouse Road, Allentown, PA 18104-2119**

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**