

ALL APPLICANTS

Please read and initial each of the following before submitting your Chartiers Valley School District (CVSD) Application for processing.

___ I understand that by completing the application for employment with the CVSD I am neither guaranteed a job interview nor a job offer. My application will be considered along with others who have submitted applications. Decisions about interviews and job offers will be based upon job requirements and the qualifications of the individual candidates.

___ I understand that I must complete the entire CVSD Application in order to be considered for employment. Failure to either provide an answer to any question or placing "not applicable" in response to any question may be cause for my application being rejected.

___ I understand that I may be subjected to an employment reference check. Any information provided on the CVSD Application that cannot be satisfactorily verified by an employment reference check may render my application "incomplete".

___ I understand that all CVSD Applications are filed according to job title. I must be as specific as possible in stating the job for which I am applying.

___ I understand that a large number of applications are received for employment and that the employment process is competitive. Decisions regarding employment will not be released.

___ I understand that if I have ever been convicted of a felony I must report that to the CVSD. If I fail to report a conviction and it is later discovered by the CVSD, I may be terminated from my position for misrepresenting myself on the Application.

___ I understand that I am to complete both an *Act 34 – Criminal Record Check* and an *Act 151 – Child Abuse History check*. Both are required for employment in the CVSD. In the event that I do not have one or both clearances on the date I am scheduled to begin work, I will sign an affidavit attesting to my record and the fact that I will provide both clearances within thirty (30) calendar days of my start date. If the necessary clearances are not submitted within thirty (30) calendar days of my start date, I will be placed on unpaid Administrative Leave of Absence for an additional fourteen (14) calendar days to obtain the prescribed clearances. If I do not provide the prescribed clearances by the end of that fourteen (14) day period I will be relieved of my position for failure to provide the necessary documentation.

___ I understand that if I have ever lived out of state prior to completing an application for the CVSD, I must provide an FBI clearance covering both my criminal and child abuse records. Furthermore, I will provide similar clearances for any married names, pseudonyms or aliases that I have used during that period. I will comply with this requirement per the same time limits as those listed in the paragraph immediately above and under the same conditions.

I have read and understood all of the above items and I attest that the information I provide on my application is factual.

Signature

Date



CHARTIERS VALLEY SCHOOL DISTRICT

Please return completed application to:

Personnel Department

2030 Swallow Hill Rd. Pittsburgh, PA 15220

412-429-2219

Part/Full Time

- Playground Aide
- Food Service Worker
- Secretary
- Instructional Aide
- Multi-task worker

Substitute

- Custodial Maintenance
- Skilled Trades
 - HVAC
 - Electrician
 - Plumber
- Bus Driver
- Bus Aide
- Bus Mechanic
- Campus Safety

(PLEASE PRINT OR TYPE)

Date: _____

Name (<i>first, middle, last</i>)	Social Security Number
Address (<i>street, city, zip</i>)	Phone Number

EDUCATIONAL BACKGROUND

	School	Dates of Attendance	Diploma, Degree or Credits Earned
High School			
College/University			
Graduate Study			
Business/Trade School			

EMPLOYMENT HISTORY

(Please give chronological order of employment history beginning with most recent position.)

Dates From _____ to _____	Names of Employer and Address _____ _____ _____ Phone number _____	Position Held _____ Reason for Leaving _____ _____
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Work Performed

Dates From _____ to _____	Names of Employer and Address _____ _____ _____ Phone number _____	Position Held _____ Reason for Leaving _____ _____
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Work Performed

Dates From _____ to _____	Names of Employer and Address _____ _____	Position Held _____
	Phone number _____	Reason for Leaving _____ _____
Work Performed _____ _____ _____		

SKILLS OR OTHER EXPERIENCE

(Please summarize special skills and qualifications acquired from employment or other experience.)

_____ _____ _____

PERSONAL REFERENCES

(References will be contacted unless otherwise noted on application.)

Name	Relationship to Applicant	Address	Telephone

Upon receipt of this application and additional data as requested on an applicant, all information compiled shall become the sole and exclusive property of the Chartiers Valley School District. I hereby release employers, schools or persons from liability in responding to inquiries in connection with my application.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Chartiers Valley School District and the Pennsylvania School Code of 1949, as amended.

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED HEREIN ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE:

_____ Date _____ Signature of Applicant

--FOR OFFICE USE ONLY--	
Interview date _____	Interviewed by _____
Position interviewed for _____	Recommendation _____
Board approval date _____	Start date _____