

Warrior Run School District

4800 SUSQUEHANNA TRAIL
TURBOTVILLE, PENNSYLVANIA 17772

Office Use Only

FBI Clearance
 Act 151 Clearance
 Act 34 Background Check
 TB Test Results
 License
 Physical

APPLICATION FOR EMPLOYMENT OF NON-INSTRUCTIONAL PERSONNEL

Please Print

I. PERSONAL DATA

Name: _____ Date: _____
Last First MI

Permanent Address: _____ Telephone: () _____
Street Home
City Cell
State Zip Code

Position for which you are applying: (Mark with an X)

Secretary Library Aide Aide/Technology
 Proctor Aide/Handicapped Instructional/Classroom Aide
 Custodian Maintenance Food Service
 Nurse Assistant (LPN,RN or BSN) Coach School Police
 Other (Info Attached)

Do you wish to substitute in any of the above areas? Yes No

II. EDUCATION

School	Name and Location of School	Course of Study	No. of Years Completed	Did you Graduate?	Degree Or Diploma
HIGH SCHOOL				<input type="checkbox"/> Yes <input type="checkbox"/> No	
COLLEGE				<input type="checkbox"/> Yes <input type="checkbox"/> No	
BUSINESS/ TRADE/ TECHNICAL				<input type="checkbox"/> Yes <input type="checkbox"/> No	
OTHER				<input type="checkbox"/> Yes <input type="checkbox"/> No	

III. EMPLOYMENT EXPERIENCE (Most Recent Employment First)

1. Employer _____ Employment Dates: _____
Address _____ From _____ to _____

Position/Duties _____
Name of Supervisor: _____ Phone No. _____
May we contact your present employer? YES NO
Reason for Leaving? _____

2. Employer _____ Employment Dates: _____
Address _____ From _____ to _____

Position/Duties _____
Name of Supervisor: _____ Phone No. _____
May we contact this employer? YES NO
Reason for Leaving? _____

3. Employer _____ Employment Dates: _____
Address _____ From _____ to _____

Position/Duties _____
Name of Supervisor: _____ Phone No. _____
May we contact this employer? YES NO
Reason for Leaving? _____

4. Employer _____ Employment Dates: _____
Address _____ From _____ to _____

Position/Duties _____
Name of Supervisor: _____ Phone No. _____
May we contact this employer? YES NO
Reason for Leaving? _____

IV. REFERENCES (Other than relatives)

Name	Complete Address	Association with you	Phone No.

V. 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 a 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.

Mark all answers with an X

- Were you every 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
- Within the last ten years, have you quit a job after being notified that you would be fired? Yes No
- 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 attach it to this application. Please print and sign your name on the sheet, and include your social security number.

The following additional requirements are necessary prior to beginning employment with the school district:

- A. **Physical Examination (to include T. B. test results).** According to Warrior Run School District Policy No. 514, "In order to certify the fitness of employees to discharge efficiently the duties they will be performing and to protect the health of students and staff from transmission of communicable diseases, physical examinations of all classified employees will be required prior to beginning employment. After receiving an offer of employment but prior to beginning employment, all candidates shall undergo a medical examination, as required by law. The initial physical exam will be at the candidate's expense." State regulations require all employees to have a pre-employment T. B. test. This is the responsibility of the applicant and not the District to obtain these test results. In an effort to have a complete and accurate application, please submit results of any T. B. test administered to you within the past year to the District Office prior to your first day of employment.

B. **Criminal Background History (Act 34)** – Current State law requires all employees to have a Criminal History Background check by the PA State Policy for Pennsylvania resident or the FBI for out-of-state residents. **Results of Criminal History Background Check, within the past year, are (place a check in the appropriate box):

Attached

Pending

Not Completed

C. **Child Abuse Clearance (Act 151)** – Current State law requires all employees to have a Child Abuse Clearance check by the PA Department of Welfare for Pennsylvania residents or the FBI for out-of-state residents. **Results of Child Abuse Clearance, within the past year, are (place a check in appropriate box):

Attached

Pending

Not Completed

D. **Federal Criminal Record Check (FBI – Act 114 of 2006)** – Current State law requires all employees to have a Federal Criminal Record check. **Results of Federal Criminal Record Check, within the past year, are (place a check in appropriate box):

Attached

Pending

Not Completed

E. **Citizenship Verification (Act 9)** – Federal regulations require all employees to be one of the following: (place a check in appropriate box):

A Citizen or national of the United States

An alien lawfully admitted for permanent residence (Alien Number A_____)

An alien authorized by the Immigration and Naturalization Service to work in the United States (Alien Number A_____) or Admission Number _____.

Please note the employer will need exact proof to support the answer stated above. Be prepared to show originals of passport, driver's license, social security card, birth certificate, etc. If you cannot or will not be able to produce the required documentation, we cannot consider your application.

F. **Authorization** – The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history through the designated state agencies, bureaus, and references.

(Signature of Applicant)

(Date)

AFFIRMATIVE ACTION COMPLIANCE

The Warrior Run School District shall not discriminate in its educational programs, activities or employment practices, based on race, color, national origin, sex, sexual preference, 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 office for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the Superintendent of Schools, Warrior Run School District, 4800 Susquehanna Trail, Turbotville, PA 17772 (570-649-5138).