



## Education

| Name of Institution                     | Location | Years Attended | Date Graduated | Subject Studied | Degree |
|-----------------------------------------|----------|----------------|----------------|-----------------|--------|
| High School:                            |          |                |                |                 |        |
| College:                                |          |                |                |                 |        |
| Trade, Business, Correspondence School: |          |                |                |                 |        |

## Work Experience

Please tell us where you have worked. List the last four (4) employers, starting with the most recent. Be sure to give the dates of employment.

| Date (From-To) | Name of Employer | Address | Position/Duties | Reason for Leaving | Immediate Supervisor | Telephone |
|----------------|------------------|---------|-----------------|--------------------|----------------------|-----------|
|                |                  |         |                 |                    |                      |           |
|                |                  |         |                 |                    |                      |           |
|                |                  |         |                 |                    |                      |           |
|                |                  |         |                 |                    |                      |           |

Please answer the following questions:

1. Have you ever been involuntarily terminated by another employer?  
 Yes \_\_\_\_\_ No \_\_\_\_\_  
 If so, give name of employer: \_\_\_\_\_  
 Explain the circumstances: \_\_\_\_\_
2. Explain any gaps in employment? \_\_\_\_\_
3. Have you been in the military service? \_\_\_\_\_
4. If so, what branch? \_\_\_\_\_ Served from: \_\_\_\_\_ To: \_\_\_\_\_ Duties: \_\_\_\_\_
5. Are you presently employed? Yes \_\_\_\_\_ No \_\_\_\_\_ Where? \_\_\_\_\_
6. Have you ever been convicted of (or pled guilty or no contest to) a felony or misdemeanor?  
 Yes \_\_\_\_\_ No \_\_\_\_\_
7. Do you know anyone who is currently employed by Conestoga Valley School District and if so, who? \_\_\_\_\_
8. Have you ever applied for employment with Conestoga Valley School District before?  
 Yes \_\_\_\_\_ No \_\_\_\_\_
9. Are you currently employed and, if so, at what wage rate? \_\_\_\_\_
10. What wage rate do you desire if hired by Conestoga Valley School District? \_\_\_\_\_

11. How do you plan to get to work? \_\_\_\_\_
12. Have you ever been disciplined for safety violations? Yes \_\_\_\_\_ No \_\_\_\_\_
13. Have you ever been disciplined for attendance? Yes \_\_\_\_\_ No \_\_\_\_\_
14. Do you smoke? Yes \_\_\_\_\_ No \_\_\_\_\_
15. Do you intend to maintain your present employment if hired by Conestoga Valley School District and, if so, the hours? \_\_\_\_\_
16. Would you be able to work overtime and weekends? \_\_\_\_\_
17. Are you currently on layoff and subject to recall? \_\_\_\_\_

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**References**

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To be considered for employment by Conestoga Valley Schools, you must provide three references. If you are presently employed, one of those references must be your present supervisor. The other two should be able to vouch for your character, dependability, and ability to do the work required. They may be members of the supervisory staff of your present employer. Do not include relatives. If not presently employed, use your last supervisor.

May we contact prior employers if you receive an interview? Yes \_\_\_\_\_ No \_\_\_\_\_

| Name | Address | Business Telephone | Years Acquainted | Person's Title/Job |
|------|---------|--------------------|------------------|--------------------|
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|      |         |                    |                  |                    |
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**Applicant's Statement of Verification and Authorization**

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I certify that the statements indicated herein are true and correct to the best of my knowledge. I understand that falsifications or omission of any information during the application process could result in termination of my employment. I also understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between Conestoga Valley School District and myself. I also understand that if I am hired, my continued employment shall be at the will of the Conestoga Valley School District and may be terminated at any time by either party. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon the Conestoga Valley School District unless made in writing.

I understand that, if offered employment, I must submit to a comprehensive physical examination by a designated physician. That examination will include a drug test and monitored performance of such physical tasks as required by the job description. Any offer may be withdrawn if an applicant fails the examination or drug test. All candidates for a given position will have the same examination. I also understand that, if accepted for employment, I shall abide by all the rules and policies of the Conestoga Valley School District.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This application expires 366 days from date of signature.