

Standard Application Shanksville-Stonycreek School District

(PLEASE PRINT OR TYPE)

The Shanksville-Stonycreek School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, age or handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504.

POSITION(S) APPLYING FOR (PLEASE INDICATE)

CLASSROOM AIDE	COACH (INDICATE TEAM & POSITION)	CUSTODIAN/ MAINTENANCE	FOOD SERVICE	SCHOOL NURSE	SECRETARIAL/ CLERICAL

PERSONAL INFORMATION

NAME					
	FIRST	MIDDLE	LAST		SOCIAL SECURITY NUMBER
ADDRESS					
	STREET				(AREA CODE) TELEPHONE
	CITY	STATE & ZIP CODE			EMAIL

EDUCATIONAL BACKGROUND

	HIGH SCHOOL	COLLEGE	OTHER
NAME OF SCHOOL			
YEARS COMPLETED			
DIPLOMA AND/OR DEGREE RECEIVED			

EXPERIENCE (PRESENT OR MOST RECENT FIRST)

Dates		Name Of Employer And Address		Your Title
From				
To				
		(Area Code) Telephone:		
Work Performed:			Reason For Leaving:	
Name & Title Of Supervisor:				Final Yearly Salary:
Dates		Name Of Employer And Address		Your Title
From				
To				
		Telephone w/Area Code:		
Work Performed:			Reason For Leaving:	
Name & Title Of Supervisor:				Final Yearly Salary:
Dates		Name Of Employer And Address		Your Title
From				
To				
		Telephone w/Area Code:		
Work Performed:			Reason For Leaving:	
Name & Title Of Supervisor:				Final Yearly Salary:
Dates		Name Of Employer And Address		Your Title
From				
To				
		Telephone w/Area Code:		
Work Performed:			Reason For Leaving:	
Name & Title Of Supervisor:				Final Yearly Salary:

REFERENCES

References should include individuals who have first-hand knowledge of your professional competence and your personal qualifications. References will not be contacted without your verbal approval.

NAME	POSITION	ADDRESS	TELEPHONE

OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experiences (including U.S. military service) and/or state any additional information you feel may be helpful in considering your application, i.e. honors, awards, activities, technology skills or professional development activities:

--

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 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 |
| Are you currently under charges for 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 |
| 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 |
| Are you subject to any visa or immigration status, which would prevent lawful employment? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | 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.

CERTIFICATION AND RELEASE AUTHORIZATION

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements herein as may be necessary to arrive at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and policies of the Shanksville-Stonycreek School District.

_____ **Date**

_____ **Signature of Applicant (In Ink)**
[Must Be Original]

DOCUMENTS & CLEARANCES REQUIRED
Coaches/School Nurse/Support Staff

<u>Document Name</u>	<u>Requirement</u>
Act 114 Federal Criminal Record Clearance – \$26.40 https://uenroll.identogo.com (Code: 1KG6XN)	Must be processed through PDE and be less than <u>three</u> years old.
Act 34 PA Criminal Record Clearance – \$22.00 https://epatch.state.pa.us	Reason must be designated as “Education” ; must be less than <u>three</u> years old.
Act 151 Child Abuse Record Check - \$13.00 https://www.compass.state.pa.us/CWIS	Reason must be designated as “School Employee” ; must be less than <u>three</u> years old.
PDE-6004 (Arrest/Conviction Report & Certification)	
Act 126 Mandated Reporter Child Abuse Training Certificate https://www.reportabusepa.pitt.edu	
Act 126 Professional Ethics Training Certificate https://www.pdesas.org	
Act 168 Sexual Misconduct/Abuse Disclosure Release	1 form for EACH current/former employer where the applicant had direct contact with children
School Personnel Health Record with proof of a <u>NEGATIVE</u> TB Test	TB test results <u>cannot be more than ninety days olds.</u> (Employee and physician must sign the form).
Registered Nursing License (School Nurse Only)	
PIAA Coaching Education Certifications (Coaches Only)	
PDE Coaching Education Certifications (Coaches Only)	Must be less than <u>one</u> year old
Personnel Forms (To be completed and submitted upon School Board Approval)	
I-9 Employment Eligibility Verification Form	Provide current Passport –OR– two of the following: Birth Certificate, Driver’s License, Social Security Card
Act 29 Form	
Local Earned Income Tax Form – Capitol Tax Collection Bureau	
W-4 Form	
Direct Deposit Form	Provide “voided” check –OR– Payroll Direct Deposit Request from employee’s banking institution
Emergency Contact Information Form	