



# Eastern Lebanon County School District

180 ELCO Drive, Myerstown, PA 17067

## APPLICATION FOR EMPLOYMENT

The Eastern Lebanon County School District is an equal opportunity employer dedicated to a policy of non-discrimination in all areas of employment. In accordance with this policy, all qualified applicants for employment will be considered without regard to race, color, religion, gender, national origin, citizenship, age, marital status, veteran status, sexual orientation, the presence of a protected disability, or any other legally protected status.

Date of Application: \_\_\_\_\_

Position Applying For: \_\_\_\_\_

### I. GENERAL INFORMATION

Name (Print) \_\_\_\_\_  
Last First Middle

Street Address \_\_\_\_\_ Home Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Are you legally authorized to work in the United States?  Yes  No

**NOTE:** Federal law requires that you provide documents which verify your identity and your eligibility for employment in the U.S. As a condition of employment, you are required to provide such documentation as mandated by law and to sign a form establishing that you are lawfully able to work in the U.S.

Have you previously been employed by the Eastern Lebanon County School District?

Yes  No

Type of employment desired:  Full-Time  Part-Time  Substitute

What days and hours are you available to work?

Days \_\_\_\_\_ Hours \_\_\_\_\_

Are you available to work all shifts, holidays and weekends or as needed?

Yes  No

If not, please specify \_\_\_\_\_

### II. OTHER INFORMATION

Have you ever been convicted of, pled guilty to or pled no contest to a misdemeanor or felony crime, excluding traffic violations?

Yes

No

If yes, please, describe in full, including date(s)

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### III. EDUCATION

Name of Last High School Attended

City and State

Did You Graduate?

Yes

No

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Name of College/Technical School Attended

City and State

Did You Graduate?

Yes

No

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Yes

No

Degrees, Licenses or Certificates Earned

Major/Subject

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What other types of training have you completed? Please provide dates and programs

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### IV. WORK EXPERIENCE

Beginning with your present or last job, list below the four most recent positions you have held or your employment history for the last five (5) years, whichever is longer. Please do not omit any previous employment.

Please complete this section in its entirety even if you are submitting a separate resume.

Employer Name, Address, & Phone

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Dates \_\_\_\_\_ From: \_\_\_\_\_

To: \_\_\_\_\_

Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_

Hourly Rate/Salary \_\_\_\_\_ Starting: \_\_\_\_\_ Final: \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Job Duties Performed \_\_\_\_\_

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Employer Name, Address, & Phone

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Dates \_\_\_\_\_ From: \_\_\_\_\_

To: \_\_\_\_\_

Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_

Hourly Rate/Salary \_\_\_\_\_ Starting: \_\_\_\_\_ Final: \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Job Duties Performed \_\_\_\_\_

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Employer Name, Address, & Phone

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Dates \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
 Supervisor \_\_\_\_\_  
 Job Title \_\_\_\_\_  
 Hourly Rate/Salary \_\_\_\_\_ Starting: \_\_\_\_\_ Final: \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_  
 Job Duties Performed \_\_\_\_\_

Employer Name, Address, & Phone  
 \_\_\_\_\_  
 \_\_\_\_\_

Dates \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
 Supervisor \_\_\_\_\_  
 Job Title \_\_\_\_\_  
 Hourly Rate/Salary \_\_\_\_\_ Starting: \_\_\_\_\_ Final: \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_  
 Job Duties Performed \_\_\_\_\_

Employer Name, Address, & Phone  
 \_\_\_\_\_  
 \_\_\_\_\_

Dates \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
 Supervisor \_\_\_\_\_  
 Job Title \_\_\_\_\_  
 Hourly Rate/Salary \_\_\_\_\_ Starting: \_\_\_\_\_ Final: \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_  
 Job Duties Performed \_\_\_\_\_

**V. REFERENCES**

Please list below three employment references whom we may contact for the purpose of obtaining information relating to your previous employment (or education or personal references, if not previously employed).

Name/Position	Organization	Address	Telephone#
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**AUTHORIZATION AND ACKNOWLEDGEMENT**

I hereby give The Eastern Lebanon County School District the right to make a thorough investigation into my previous employment, education and references; and I release from all liability all persons, companies and corporations supplying such information. I release, indemnify and hold harmless The Eastern Lebanon County School District from and against any and all liability, which might result from making such an investigation.

I understand that any false answer, statement or representation made by me in this application shall constitute sufficient cause for discharge. I also understand that nothing contained in this employment application or granting an interview is intended to create an employment contract between The Eastern Lebanon County School District and myself for either employment or for the granting of benefits. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon The Eastern Lebanon County School District unless made in writing. If an employment relationship is established, I understand and agree that it is not for a definite period of time and that I have the right to terminate my employment at any time, for any reason or for no reason, and that The Eastern Lebanon County School District retains a similar right.

I understand that, if accepted for employment, it is necessary to abide by all rules and policies of The Eastern Lebanon County School District.

Checking this box is my indication that I understand and consent to the authorization and

acknowledgement above and agree that signing my name below constitutes as a legally binding contract between myself and The Eastern Lebanon County School District.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant