



Kutztown Area School District
10 Deisher Lane
Kutztown, PA 19530



ADMINISTRATIVE APPLICATION

(PLEASE PRINT OR TYPE)

POSITION(S) DESIRED _____

NAME _____
LAST FIRST MIDDLE SOCIAL SECURITY NUMBER¹

PRESENT ADDRESS _____
STREET (AREA CODE) TELEPHONE
CITY STATE ZIP CODE

PERMANENT ADDRESS _____
STREET (AREA CODE) TELEPHONE
CITY STATE ZIP CODE

E-MAIL ADDRESS (IF AVAILABLE) _____

LIST THE POSITION FOR WHICH YOU ARE APPLYING:

1. _____

CERTIFICATION

(LIST ALL AREAS IN WHICH YOU HOLD VALID PENNSYLVANIA AND/OR OUT-OF-STATE TEACHING CERTIFICATES. NOTE: APPLICANTS HOLDING A CERTIFICATE FROM ANOTHER STATE MUST OBTAIN A PENNSYLVANIA CERTIFICATE IN ORDER TO TEACH IN PENNSYLVANIA PUBLIC SCHOOLS.)

AREA OF CERTIFICATION	ISSUING STATE	DATE ISSUED

HAVE YOU ACQUIRED TENURE IN PENNSYLVANIA? _____

IF YES, IN WHAT SCHOOL DISTRICT? _____

DATE AVAILABLE FOR EMPLOYMENT _____

EDUCATIONAL BACKGROUND

	SCHOOL OR INSTITUTION AND LOCATION	MAJOR/ MINOR	DIPLOMAS, DEGREES OR CREDITS EARNED	GRADE POINT AVERAGE (GPA)
HIGH SCHOOL				
COLLEGE/UNIVERSITY				
COLLEGE/UNIVERSITY				
GRADUATE STUDY				
GRADUATE STUDY				

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					
		(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					
		(Area Code) Telephone:			
Work Performed:			Reason for Leaving:		
Name & Title of Supervisor:				Final Yearly Salary:	

REFERENCES

References should include superintendents, principals or professors who have first-hand knowledge of your professional competence and your personal qualifications. Experienced teachers should include the superintendent and principal of the two most recent schools in which employed. If any person(s) listed should not be contacted for reference at the present time, indicate in the left-hand margin the date contact(s) may be made.

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:

CLEARANCE COMPLIANCE

ACT 34 COMPLIANCE (Background Check of Prospective Employees)

Each Pennsylvania resident must submit with his/her employment application a copy of a report of Criminal History Record Information from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the State Police Central Repository contains no such information relating to that person. The criminal record history report must be no more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.

ACT 151 (PA Child Abuse History Clearance)

Each candidate must submit with his/her employment application a copy of an official clearance statement obtained from the Pennsylvania Department of Public Welfare or a statement from the Department of Public Welfare that no record exists. The clearance statement must be no more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.

ACT 114 OF 2006 (Federal Criminal History Record)

Each candidate must submit with his/her employment application a copy of an official Federal Criminal History Record stating that no record exists. This record cannot be more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.

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 Conviction is an adjudication of guilt and convictions resulting from a plea of "nolo contendere" (no contest) 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.

Have you ever been convicted of a felony or misdemeanor?	☐	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

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.

DISCLAIMER AND SIGNATURE

I hereby authorize Kutztown Area School District to contact school, college, employment and all other sources for the purpose of investigating and verifying statements and references herein, and I hereby authorize said sources to disclose such records and other information as may be requested by the Kutztown Area School District.

I authorize investigation of all statements contained in this application, and I certify that any and all information, which I have set forth in this application, is true and accurate to the best of my knowledge.

I understand the application must be completed thoroughly. If it is not thoroughly completed, it may jeopardize my employment with the district.

I understand that I must submit a Report of PA Criminal Record (Act 34), a Child Abuse History (Act 151), and a Federal Criminal History Record (Act 114) upon any offer of employment.

I understand that any offer of employment is contingent upon receiving a physical examination, including TB test, prior to beginning duties.

Successful candidates for the position must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the Human Resource Office of any and all reasonable accommodations that will be required at the time of the application.

If this application leads to employment, I understand that misrepresentation, misleading, or omitted information in my application or any interview is grounds for my dismissal from employment.

Print Name _____

Signature _____ Date _____

DO NOT WRITE BELOW THIS LINE

Interview Date: _____ Interviewer: _____

Outcome/Comments:

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Kutztown Area School District shall not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, 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 official, Business Administrator, 610-683-7361, ext. 101, for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the school district.

Revised 01/07/2011

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