



**ADMINISTRATIVE APPLICATION FOR EMPLOYMENT**

**Personal Information:**

NAME:	
ADDRESS:	
PHONE NUMBER:	EMAIL ADDRESS:

**Current Employer:**

Present Position Title:	
School District or Organization:	
If employed with a school district, please complete the following:	
Size of District's Annual Budget:	Number of Schools in the District:
Number of Admin/Supervisory Staff:	Number of Teachers:
Number of Professional/Certified Support Staff:	
Number of Non-Certified Staff:	Current Student Enrollment:

<b>Present Salary \$:</b>
<b>Expected Salary Range \$:</b>

**Must be completed with a dollar amount – "negotiable" is not acceptable)**

**Military Service:**

	YES	NO
Are you eligible for veteran's preference?		
Did you receive an honorable discharge?		
<b>If No, Briefly Explain:</b>		

Please include with this application a copy of your discharge papers.

**Physical Condition**

Applicants must be able to perform the essential functions of the position. Are you aware of any reason you would not be able to perform the duties, with reasonable accommodation, required of the position?

YES	NO	If yes, briefly explain:
-----	----	--------------------------



**TYRONE**  
**AREA SCHOOL DISTRICT**  
*Soaring Forward to Explore, Challenge and Succeed*

Human Resources  
 701 Clay Avenue, Tyrone, PA 16686  
 Phone: 814-684-0710 Ext. 4142  
 Fax: 814-684-8408  
 Email: humanresources@tyrone.k12.pa.us

**ADMINISTRATIVE APPLICATION FOR EMPLOYMENT**

**Education:**

Undergraduate Institution:	
Major Field of Study:	
Degree:	Date:

Graduate Institution:	
Major Field of Study:	
Degree:	Date:

Graduate Institution:	
Major Field of Study:	
Degree:	Date:

**If not previously submitted, please include copies of your undergraduate and graduate transcripts with the submission of your application.**

**Professional Experience –**

Current Employer Name/Address:	
Position/Duties:	
Start Date:	End Date:

Previous Employer Name/Address:	
Position/Duties:	
Start Date:	End Date:

Previous Employer Name/Address:	
Position/Duties:	
Start Date:	End Date:

Please list additional employer information on a separate sheet of paper



**ADMINISTRATIVE APPLICATION FOR EMPLOYMENT**

**Other Noteworthy Employment**

Employer Name/Address:	
Position/Duties:	
Start Date:	End Date:

**Service, Memberships and Honors:**

Current Community Activities:
Active Professional Organization Memberships:
Professional Honors Received:

**Background Check and Information**

In addition to the following information, a thorough background check may be made at the option of the employer.

***If “Yes” is selected in response to any question, attach additional sheets and clearly identify as Background Check and Information with a detailed explanation:***

“YES” answers to the following questions will not necessarily result in denial of an offer of employment. The employer will consider all the circumstances, including the date and nature of events that have led to the actions described below. Your written explanation will assist the employer in determining your eligibility and suitability for an offer of employment.

1. Have you ever been convicted of or admitted committing any crime, pleaded no contest to, or are you awaiting trial for, any crime (excluding only minor traffic violations that do not involve any allegations of alcohol, drugs or reckless driving) or have any civil charges previously or pending, involving allegations of child abuse or spousal abuse? If you answer “YES” you must provide dates of the proceedings, the name and address of the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s).  

No
 Yes, attach a separate sheet for explanation



**ADMINISTRATIVE APPLICATION FOR EMPLOYMENT**

2. Have you ever been dismissed (fired) from any job, or resigned at the request of or pressure from your employer, or left employment while charges against you or an investigation of your behavior was pending or been refused tenure, reappointment or continuing contract from any employer? You must answer “YES” if true, even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer “YES” you must provide the date of termination or resignation and other action concerning tenure reappointment or continuing contract denial and the name, address and telephone number of the employer(s) and a statement of the alleged reasons for termination or resignation.  
 No  Yes, attach a separate sheet for explanation
  
3. Have you ever had any license or certificate of any kind (teaching certificate or other professional license) revoked, suspended, or reprimanded, or have you in any way been sanctioned by or is any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private? If you answer “YES” you must provide the dates of proceedings, name, address and telephone number of the agency or body where proceedings took place, a statement of the accusations against you, the final disposition and/or status of the charge or complaint.  
 No  Yes, attach a separate sheet for explanation
  
4. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body (teacher certification or otherwise) or by your current or any previous employer? If you answer “YES” you must provide the name, address and telephone number of the employer or licensing body and statement of the accusation against you.  
 No  Yes, attach a separate sheet for explanation
  
5. Have you ever been involved, or are you currently involved, or do you anticipate involvement in litigation either as the plaintiff/complainant or defendant/respondent?  
 No  Yes, attach a separate sheet for explanation
  
6. Have you ever filed a grievance/complaint of any kind against an employer?  
 No  Yes, attach a separate sheet for explanation

**Criminal History Clearance Documentation**

If not previously submitted, please submit copies of the following clearances with your application. Act 24/82 Arrest Conviction Report, Act 34 (State Police), Act 114 (FBI fingerprint) and Act 151 (Department of Human Services). **Clearances must be dated within one calendar year of the application date.**



**ADMINISTRATIVE APPLICATION FOR EMPLOYMENT**

**References:** Please provide contact information for at least three references.

Name:
Address:
Relationship to you:
Phone Number:
Email Address:

Name:
Address:
Relationship to you:
Phone Number:
Email Address:

Name:
Address:
Relationship to you:
Phone Number:
Email Address:

**Letters of Recommendation**

If not previously submitted, please include three (3) letters of recommendation. **These letters should be from individuals that could potentially be contacted prior to the first round of interviews.**

The information I have provided on this application is true and complete to the best of my knowledge and any falsified information may be justification for my dismissal if discovered at a later date.