



HAMPTON TOWNSHIP SCHOOL DISTRICT
APPLICATION FOR ADMINISTRATIVE EMPLOYMENT

Please include the following with your completed application:

- Letter of Interest/Statement of Educational Philosophy
- Current Resume
- PA Certification (where applicable)
- Final College Transcripts and Degree(s) Conferred
- Three Written Letters of Recommendation
- Act 48/45 Continuing Education Hours/Credits
- Act 34 Criminal History Clearance
- Act 151 Child Abuse Clearance
- Act 114 Federal Criminal History Record – Fingerprints

Name:	Date:
(Last)	(First)
E-Mail:	
Home Address:	Home Phone:
	Cell:
	Other:

POSITION DESIRED:

CERTIFICATION:		
List all areas in which you hold valid Pennsylvania and/or out-of-state certifications.		
Area of Certification	Issuing State	Date Issued

EDUCATION:

Name of School	Location	Graduated?/Degree Received
		Yes ___ No ___ Degree: _____
		Yes ___ No ___ Degree: _____
		Yes ___ No ___ Degree: _____

WORK EXPERIENCE: (list current employer first):

<p>Dates: (From) (To) Employer: Address: Telephone #: Job Title: Supervisor: May we contact for a reference? Yes _____ No _____</p>	<p>Duties: Reason for leaving: Salary: \$</p>
<p>Dates: (From) (To) Employer: Address: Telephone #: Job Title: Supervisor: May we contact for a reference? Yes _____ No _____</p>	<p>Duties: Reason for leaving: Salary: \$</p>
<p>Dates: (From) (To) Employer: Address: Telephone #: Job Title: Supervisor: May we contact for a reference? Yes _____ No _____</p>	<p>Duties: Reason for leaving: Salary: \$</p>

REFERENCES: List three references including the name of employers and other persons who have first-hand knowledge of your job skills. Do NOT include the names of relatives.

Name: _____ Address: _____ Telephone #: _____	What is your relationship to this reference? (ex: supervisor, co-worker, etc.) _____ _____
Name: _____ Address: _____ Telephone #: _____	What is your relationship to this reference? (ex: supervisor, co-worker, etc.) _____ _____
Name: _____ Address: _____ Telephone #: _____	What is your relationship to this reference? (ex: supervisor, co-worker, etc.) _____ _____
If you would like to include an email address for any of the references, please do so.	Please notify the consultants via email if you need to have advance notice prior to us contacting any of the references you provide.

List your special achievements or additional information that would be important in determining a fair evaluation of your qualifications.

Policy on Equal Rights Opportunity

Policy on Equal Rights Opportunity

Hampton Township School District does not discriminate in its educational programs, services, activities, employment practices, or administration of policies based on race, color, national origin, genetic information, sex, sexual orientation, disability, age, religion, ancestry, or any other legally protected category, and is required by Title IX not to discriminate in such a manner. Announcement of this policy is in accordance with local, state, and federal laws including the Pennsylvania Human Relations Act, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967 and the Americans with Disabilities Act of 1990.

Inquiries concerning the application of Title IX, civil rights, school district policies, and grievance procedures should be referred to the Title IX Coordinator, Dr. Rebecca Cunningham, Assistant Superintendent, at [4591 School Drive, Allison Park, PA 15101](mailto:Cunningham@ht-sd.org) or at Cunningham@ht-sd.org or (412) 492-6305.

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 offense 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 a 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? Yes No

Are you currently under charges for 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

Have you ever been professionally disciplined in any state? Yes No

Professionally disciplined means the annulment, revocation or suspension of your teaching Certification or having received a letter of reprimand from an agency, board or commission of State government, such as the Pennsylvania Professional Standards and Practices Commission.

Are you subject to any visa or immigration status that would prevent lawful employment? Yes No

Note: If you answered “Yes” to any of the above questions, please provide a detailed explanation in the space provided including dates.

AFFIRMATION: TO BE FILLED OUT BY ALL APPLICANTS

I hereby affirm that the matter and facts set forth on this application are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I understand that any misrepresentation of information shall be sufficient cause for: rejecting my candidacy, withdrawing of any offer of employment or terminating my employment.

I hereby authorize the Hampton Township School District or designee to investigate my background and contact my previous employers and/or supervisors regarding my prior work history and performance.

Date:

Signature of Applicant:

OPTIONAL: How were you referred to the Hampton Township School District?

Employee: (Name)

Advertisement: (List)

Agency: (List)

Other: