

SUSQUEHANNA COMMUNITY SCHOOL DISTRICT

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GENERAL EMPLOYMENT APPLICATION

Applications remain active for up to twelve months. Applicants may be required to submit a new application after that period.

Application Date

Position Applied For

POSITION INTEREST

- | | | |
|---|---|---------------------------------------|
| ☐ Classroom Aide | ☐ Personal Care Aide | ☐ Nurse |
| ☐ Clerical | ☐ Custodial | ☐ Maintenance |
| ☐ Security | ☐ Coach | ☐ Scorekeeper |
| ☐ Ticket Taker | ☐ Clock Operator | ☐ Track Helper |
| ☐ Announcer | ☐ Substitute | ☐ Other |

If applying for coaching or extra-curricular work, list sport/activity and level

PERSONAL INFORMATION

Last Name

First Name

Middle Initial

Current Street Address / PO Box

City

State

Zip Code

Phone Number

Email Address

- | | |
|---|-----------------------------|
| ☐ Legally eligible to work in the United States - Yes | ☐ No |
| ☐ 18 years of age or older - Yes | ☐ No |
| ☐ Previously employed by Susquehanna Community School District - Yes | ☐ No |

If yes, list position and dates

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AVAILABILITY

- ☐ Full-Time ☐ Part-Time ☐ Substitute
☐ Seasonal ☐ Temporary ☐ Coaching / Extra-Curricular

Date Available to Begin

Days / Hours Available

EDUCATION AND TRAINING

School / Program	Name and Location	Degree / Diploma / Certificate	Year Completed
High School / GED			
College / University			
Trade / Technical School			
Other Training			

Licenses, certifications, trainings, or coursework related to the position

SKILLS AND QUALIFICATIONS

Describe experience, skills, or qualifications that make you a strong candidate

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EMPLOYMENT HISTORY - EMPLOYER 1

List most recent employment first. Use additional pages if needed.

Employer Name

Supervisor

Employer Address

Phone

Position Held

Dates Employed

Starting Pay

Ending Pay

☐ May we contact this employer? Yes☐ No

Duties and Responsibilities

Reason for Leaving

EMPLOYMENT HISTORY - EMPLOYER 2

Employer Name

Supervisor

Employer Address

Phone

Position Held

Dates Employed

Starting Pay

Ending Pay

☐ May we contact this employer? Yes☐ No

Duties and Responsibilities

Reason for Leaving

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EMPLOYMENT HISTORY - EMPLOYER 3

Employer Name

Supervisor

Employer Address

Phone

Position Held

Dates Employed

Starting Pay

Ending Pay

☐

May we contact this employer? Yes

☐

No

Duties and Responsibilities

Reason for Leaving

REQUIRED CLEARANCES AND EMPLOYMENT REQUIREMENTS

Employment may be contingent upon completion, receipt, and approval of all required employment documents, clearances, and district forms.

☐ Act 34 Criminal History Clearance

☐ Act 114 FBI Fingerprint Clearance

☐ Act 151 Child Abuse Clearance

☐ Physical Examination

☐ TB Test

☐ Mandated Reporter Training

☐ I-9 Employment Eligibility Verification

☐ Other Required District Forms

☐ Do you currently possess any required clearances? Yes

☐ No

If yes, list clearance type(s) and date(s) issued

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REFERENCES

List three references with first-hand knowledge of your work performance, character, or qualifications.

Name	Relationship / Position	Business / Organization	Phone	Email

APPLICANT CERTIFICATION AND AUTHORIZATION

I certify that the information provided in this application is true, complete, and accurate to the best of my knowledge. I understand that false, incomplete, or misleading information may result in disqualification from employment consideration or termination if discovered after employment begins. I authorize Susquehanna Community School District to verify information provided in this application and to contact references and previous employers, unless otherwise indicated.

Applicant Signature

Date

SUBMISSION INFORMATION

Please submit your completed application, required documents/forms, and all future correspondence to: Mr. John Rushefski, Superintendent of Schools, Susquehanna Community School District, 3192 Turnpike Street, Susquehanna, PA 18847.

EQUAL OPPORTUNITY STATEMENT

The Susquehanna Community School District is an equal opportunity educational institution. The District does not discriminate on the basis of race, color, national origin, sex, age, disability, or any other legally protected status in its educational programs, activities, or employment practices, as required by applicable federal and state laws, including Title VI, Title IX, Section 504, and the Americans with Disabilities Act.

DISTRICT USE ONLY

☐ Act 34

☐ Act 114

☐ Act 151

☐ Physical + TB

☐ Application Complete

Date Received

Office Notes