



Berlin Brothersvalley School District

Support Staff Application for Employment

Date: _____

PERSONAL INFORMATION

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email address: _____

POSITION

☐ Cafeteria ☐ Custodial ☐ Classroom Aide ☐ Personal Care Aide ☐ Substitute

☐ Other _____

Where did you hear about the position? _____

Date you are available for employment: _____

EDUCATION HISTORY (List all educational institutions attended and degrees awarded)

University/School	Program/Degree	Graduation Date	GPA



Berlin Brothersvalley School District

Support Staff Application for Employment

PREVIOUS WORK EXPERIENCE			
Employer Name and Address	Position	Dates Employed	Reason for Leaving
Supervisor:		Salary:	
Supervisor:		Salary:	
Supervisor:		Salary:	
Supervisor:		Salary:	

Skills/Trainings <i>(Please check any of the following you have experience with)</i>
☐ Microsoft Word/Word Perfect ☐ Microsoft Excel/Lotus ☐ Power Point ☐ Google Docs ☐ Email
☐ Other: _____ ☐ Other: _____
Do you have any other skills/experiences that are relevant to the position you are applying for: _____
Do you have any training/certifications that are relevant to the position you are applying for: _____
Briefly explain why would be an asset to our school district: _____



Berlin Brothersvalley School District

Support Staff Application for Employment

References (Please list three individuals we may contact as a professional reference)

1. _____	Phone: _____
2. _____	Phone: _____
3. _____	Phone: _____

Please review the following information.

The following items are necessary for public school employment:

- ☐ State Police Criminal Clearance (Act 34)
- ☐ Child Abuse Awareness Training (Act 126)
- ☐ Child Abuse History Clearance (Act 151)
- ☐ FBI Federal Criminal History Record (Act 114)
- ☐ Diplomas/Transcripts (If available, may be submitted with this application for review)
- ☐ PA Health Record/TB Test

Notice to applicant:

Pennsylvania School Districts 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 for compliance with Title VI, Title IX, and Section 504 may be obtained from the school district.

Acknowledgement

"By signing below I agree that all information provided above is true to the best of my knowledge. I give my authorization for a representative of Berlin Brothersvalley School District to contact my listed educational institutions, employers, and professional references for the purpose of reference checks.

Signature

Date

Please return completed application to:
Berlin Brothersvalley School District
Attn: Human Resources
1025 East Main Street Berlin, PA 15530

*If you have questions concerning this application, you may contact us by telephone at (814)-267-4621 or by e-mail at alyons@bbsd.com
For future openings, please visit our website at www.bbsd.com*

1 Federal Privacy Act [5 U.S. 552a note] Statement: Authority for requesting social security numbers, Public School Code of 1949 [24 P.S. subsection 12-1212, 24 P.S. subsection 1224] Principal purpose: To verify certification Other purposes: Identification and collection of criminal/disciplinary records for public school employees. Disclosure: Mandatory. Failure to provide the SSAN will result in an applicant not being considered for employment.