

EDUCATION

	School or Institution and Location	Major/Minor	Diploma, Degrees or Credits Earned	Grade Point Average (GPA)
High School				
Undergraduate Study				
Graduate Study				
Other				

EMPLOYMENT HISTORY

Please list your employment history below, starting with the present or most recent.

Dates: From: _____ To: _____	Name of Employer: _____ Address: _____ _____ Phone Number: _____	Position or Title: _____ Reason for Leaving: _____ _____ _____ _____
Work Performed: _____		
Name and Title of Supervisor:		Final Yearly Salary:

Dates:	Name of Employer:	Position or Title:
From:	_____	_____
_____	Address:	Reason for Leaving:
To:	_____	_____
_____	Phone Number:	_____
	_____	_____
Work Performed:		

Name and Title of Supervisor:		Final Yearly Salary:

Dates:	Name of Employer:	Position or Title:
From:	_____	_____
_____	Address:	Reason for Leaving:
To:	_____	_____
_____	Phone Number:	_____
	_____	_____
Work Performed:		

Name and Title of Supervisor:		Final Yearly Salary:

REFERENCES

Please list at least three references that have first-hand knowledge of your professional abilities and personal qualifications. Do not list relatives as references.

Name	Location and Address	Phone	Position

MILITARY EXPERIENCE

Have you ever served in the Armed Forces of the United States of America? Yes or No

Rank: _____ Branch: _____

Date and Reason for Discharge: _____

OTHER QUALIFICATIONS

Please summarize any special job-related skills and qualifications acquired from past experiences that you feel may be helpful in considering your application, i.e. honors, awards, activities, technology skills, professional development activities:

GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer “Yes” to any questions, you must list all offenses, and for each conviction provide a date of conviction and disposition, regardless of the date or location of the 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 offenses 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 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	Have you ever forfeited bond or collateral in connection with 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? (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.)

Yes No

Are you subject to any visa or immigration status which would prevent lawful employment?

Yes No

If you answered “Yes” to any of the above questions, please provide a detailed explanation on a separate piece 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.

ACT 34 and 114 Compliance (State and Federal Criminal Background Check)

Each applicant must include the State and Federal criminal history reports.

The criminal record history reports must be no more than one (1) year old.

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 records exists. The clearance statement must be no more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.

STATEMENT OF APPLICANT

I certify that all of the statements made by me 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 the following: (1) rejection of candidacy for employment, (2) withdrawal of any offer of employment, (3) termination of employment.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of Intermediate Unit 1 may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regards to statements made to this school district. I further authorize these officials to investigate my background, now or in the future, to verify the information provided and release from liability all persons and/or entities supplying information regarding my background. However, I do not authorize the production of medical records or other information which would tend to actually identify a disability nor do I authorize inquiries which would include information related to any medical condition or medical history. Further, I do not waive any rights which I may have under state or federal law related to my right to challenge the disclosure of unlawful or inaccurate information, whether by the school district or by entities or persons providing such information to the school district, including any and all claims concerning allegations of employment discrimination because of race, color, sex, religion, national origin, ancestry, age or disability.

Signature: _____ **Date:** _____

Intermediate Unit I does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification in its educational programs, activities or employment practices. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Educational 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.

