



**EMPLOYMENT EXPERIENCE  
(PLEASE BEGIN WITH MOST RECENT):**

EMPLOYER ADDRESS & PHONE	NAME OF SUPERVISOR	JOB TITLE	DATES EMPLOYED	SALARY OR HOURLY RATE	REASON FOR LEAVING

East Pennsboro Area School District will reserve the right to contact the employers listed above.

**PERSONAL REFERENCES – Please list three references who are not listed above.**

NAME	ADDRESS	PHONE NO.	POSITION
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**COMPLETE THIS SECTION FOR CLERICAL & AIDE/MONITOR POSITIONS ONLY:**

**Please place a check in the space provided next to the applications that you are experienced in using**

<input type="checkbox"/> Typing	<input type="checkbox"/> Words Per Minute	<input type="checkbox"/> Calculator (indicate type used) _____
<input type="checkbox"/> Shorthand	<input type="checkbox"/> Words Per Minute	<input type="checkbox"/> Telephone Operator
<input type="checkbox"/> Dictation		<input type="checkbox"/> Computer Experience
<input type="checkbox"/> Filing		(Please place an "x" beside the software that you are experienced in using)
<input type="checkbox"/> Receptionist		<input type="checkbox"/> Microsoft Word
<input type="checkbox"/> Bookkeeping		<input type="checkbox"/> Excel
<input type="checkbox"/> Payroll		<input type="checkbox"/> ACCESS
<input type="checkbox"/> Accounting		<input type="checkbox"/> Library Experience
<input type="checkbox"/> Years of Experience		(Please place an "x" beside the items that you are experienced in using)
		<input type="checkbox"/> Cataloging
		<input type="checkbox"/> Card Index
		<input type="checkbox"/> Other, Please Specify _____

## 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 upon 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 18<sup>th</sup> 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.

1. Were you ever convicted of a criminal offense? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, list offense: \_\_\_\_\_

2. Are you currently under charges for a criminal offense? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, list offense: \_\_\_\_\_

3. Have you ever forfeited bond or collateral in connection with a criminal offense? \_\_\_\_\_ Yes \_\_\_\_\_ No

4. Within the last 3 years, have you been fired from any job for any reason? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, list reason: \_\_\_\_\_

5. Within the last 3 years, have you quit a job after being notified that you would be fired? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, list reason: \_\_\_\_\_

6. 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.

If yes, list reason: \_\_\_\_\_

7. Are you subject to any visa or immigration status which would prevent lawful employment? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, list reason: \_\_\_\_\_

Note: If you answered "yes" to any of the above questions, please provide a detailed explanation on a separate sheet 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 COMPLIANCE (Background Check of Prospective Employees)**

Each Pennsylvania resident must submit with his/her employment application a copy of a report of Criminal History Record Information from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the State Police Central Repository contains no such information relating to that person. Each out-of-state applicant must submit with his/her application for employment a copy of a federal criminal record history from the Federal Bureau of Investigation. The criminal record history report must be no more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.

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

### **\*ACT 114 (FBI Federal Criminal History Record)**

Each candidate must submit with his/her employment application a copy of the official clearance statement obtained from the Pennsylvania Department of Education. The clearance statement must be no more than one (1) year old. The applicant MUST submit the ORIGINAL record prior to employment. \*As of 12/1/08, applicant Federal Criminal History Record Information will be made available online only to the schools Administrator via a secure website. It is the responsibility of the applicant to provide a copy of their registration confirmation ID to the Human Resources office in order to access the report via the new electronic system and complete the process.

## AGREEMENT

I hereby certify that the above information to the best of my knowledge is true, accurate, and complete. Any misrepresentation or willful omissions of facts shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and records become the property of the District which reserves the right to accept or reject it. I further agree to observe all rules, regulations, and policies of the District now in force and effect or as they may change during my employment, if I am employed by the School District

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**Signature of Applicant**

**Date**

I hereby authorize the East Pennsboro Area School District to conduct work history, personal reference or police record inquiries to determine my acceptability for employment.

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**Signature of Applicant**

**Date**

**Mail completed application to:**

**Administration Office  
East Pennsboro Area School District  
890 Valley Street  
Enola, PA 17025-1599**

The East Pennsboro Area School District is an equal opportunity education district and will not discriminate on the basis of race, color, national origin, sex or handicap in its activities, programs, or employment practices as required by Title VI, the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

For information regarding civil rights or grievance procedures, contact Dr. Jay Burkhart, Title IX Coordinator at 890 Valley Street, Enola, PA 17025 (717-732-3601). For information regarding services, activities and facilities that are accessible to and usable by handicapped persons, contact Dr. Jay Burkhart, Superintendent of Schools at East Pennsboro Area School District.