



**EXPERIENCE (Present or most recent first)**

Dates	Name of Employer and Address:	Your Title:
From		
		Reason For Leaving:
	Phone Number:	
To	Work Performed:	
Name & Title of Supervisor		Final Hourly Rate:

Dates	Name of Employer and Address:	Your Title:
From		
		Reason For Leaving:
	Phone Number:	
To	Work Performed:	
Name & Title of Supervisor		Final Hourly Rate:

Dates	Name of Employer and Address:	Your Title:
From		
		Reason For Leaving:
	Phone Number:	
To	Work Performed:	
Name & Title of Supervisor		Final Hourly Rate:

Dates	Name of Employer and Address:	Your Title:
From		
		Reason For Leaving:
	Phone Number:	
To	Work Performed:	
Name & Title of Supervisor		Final Hourly Rate:

## REFERENCES

References should include one character/personal and three work related professionals who have first-hand knowledge of your professional competence and your personal qualifications.

Name	Position	Address	Telephone

## OTHER QUALIFICATIONS

Summarize special job related skills and qualifications acquired from employment or other experiences (including U.S. military service) and/or state any additional information you feel may be helpful in considering your application, i.e. honors, awards, activities, technology skills or professional development activities.

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## 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 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? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever forfeited bond or collateral in connection with a criminal offense? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently under charges for a criminal offense? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Within the last ten years, have you been fired from any job for any reason? <input type="checkbox"/> Yes <input type="checkbox"/> No
Within the last ten years, have you quit a job after being notified that you would be fired? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you subject to any visa or immigration status that would prevent lawful employment? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you able to perform all duties of the position(s) applied for physically and mentally? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have reliable transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No

**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.

**BUS AND VAN DRIVER APPLICANTS ONLY**

Commercial Driver's License <input type="checkbox"/> Yes <input type="checkbox"/> No	"S" Endorsement <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you had any type of vehicle accident in the past three (3) years? If so, approximate dates:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been convicted of a moving traffic violation in the past three years? If yes, give details:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has your driver's license ever been suspended or revoked? When?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has your operating privilege been restored?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of driving under the influence of alcohol or drugs? If yes, give details:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any history of heart trouble? If yes, give details:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provide any other information you may feel is appropriate in securing employment:	

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**ACT 34 COMPLIANCE (Background Check of Prospective Employees)**

Prior to employment, each Pennsylvania resident must submit a report of Criminal History Record Information from the Pennsylvania State Police, <https://epatch.state.pa.us/>, 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 federal criminal record history from the Federal Bureau of Investigation. The criminal record history report **MUST** be the **ORIGINAL** REPORT and must be no more than **one (1) year old**.

**ACT 151 COMPLIANCE (Pennsylvania Child Abuse History Clearance)**

Prior to employment, each candidate must submit 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 the **ORIGINAL** report and it must be no more than **one (1) year old**.

**ACT 114 COMPLIANCE (FBI Criminal History Record)**

Prior to employment, each candidate must provide to the employer a copy of the Federal Criminal History Record (finger-print based background check), <http://www.pa.cogentid.com/>. The record statement **MUST** be the **ORIGINAL** report and it must be no more than **one (1) year old**.

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**CERTIFICATION AND RELEASE AUTHORIZATION**

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 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 the General McLane School District 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 regard 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 to release from liability all persons and/or entities supplying information regarding my background.

If applying for a bus or van driver position, I further acknowledge that the General McLane School District may consider my Driver Abstract Record from the Pennsylvania Department of Transportation as part of my application for employment.

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.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Candidate (in ink)  
(must be original)

*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 by contacting the school district.*

## **SUBSTITUTE NON-INSTRUCTIONAL JOB SUMMARIES**

All non-instructional substitutes are voted on by the school board at their regular monthly meeting. An application will not be sent to the school board for approval until all proper clearances are received. These positions are on-call as needed for a temporary opening. The following job summaries briefly describe the duties you might expect if you are called.

**CLERICAL AIDE:** Hours might be 7:30 AM until 3:00 PM at the high school and middle school, or 8:00 AM until 4:00 PM at the elementary schools. Duties include answering phones, student attendance, data entry, typing, copying, and filing with close attention to detail.

**CLASSROOM AIDE:** Hours might be 7:30 AM until 2:45 AM at the high school and middle school or 8:30 AM until 3:30 PM at the elementary schools. Duties include assisting classroom teacher with classroom tasks and student behavioral management.

**PERSONAL CARE AIDE:** Hours might be 7:30 AM until 2:45 PM at the high school and middle school or 8:30 AM until 3:30 PM at the elementary schools. Duties include assisting individual student with behavior, mobility and personal hygiene to enable education.

**CUSTODIAN:** Hours might be 7:00 AM until 3:30 PM, 3:00 PM until 11:30 PM or 11:00 PM until 7:30 AM. There are also opportunities for extra work for snow removal and summer projects. Duties include cleaning of hallways, lobbies, restrooms, locker rooms, gyms and offices with close attention to detail. All cleaning equipment is supplied and each custodian will be instructed on cleaning procedures. Duties also include events setup and assisting with deliveries.

**HOUSEKEEPER:** Hours usually are 2:30 PM until 7:30 PM at the high school and middle school or 3:30 PM until 7:30 PM at the elementary schools. Duties include cleaning of classrooms, restrooms and offices with close attention to detail. All cleaning equipment is supplied and each housekeeper will be instructed on cleaning procedures.

**FOOD SERVICE:** Hours might be 7:00 AM until 3:00 PM at the high school and middle school or 8:00 AM until 1:30 PM at the elementary schools. Duties include food preparation, serving, restocking, wiping tables and dishwashing as directed by the Head Cook.

**BUS/VAN DRIVER:** Hours may range from 6:30 AM until 9:00 AM and 2:30 PM until 5:00 PM. Other trips may also be scheduled during the day, evening and Saturday. Duties include pre and post trip inspections, record keeping, cleaning and operating district provided vehicles.