

APPLICATION FOR NON-CERTIFIED / SUPPORT STAFF

Nazareth Area School District

Human Resources
One Education Plaza
Nazareth PA 18064
610.759.1170 X 1124



Check positions desired:

- | | |
|-------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Associate Nurse** | <input type="checkbox"/> Instructional Assistant |
| <input type="checkbox"/> Associate Teacher* | <input type="checkbox"/> Library Assistant*** |
| <input type="checkbox"/> Clerical Assistant | <input type="checkbox"/> Maintenance |
| <input type="checkbox"/> Custodian | <input type="checkbox"/> Monitor (Hall & Cafeteria) |
| <input type="checkbox"/> Food Services | <input type="checkbox"/> Secretary / Administrative Assistant |
| <input type="checkbox"/> Information Technology | |

*Must have Associate or BS Degree (Must submit College Transcript)

**Must be LPN or RN

***Must have Associate Degree or equivalent (Must submit College Transcript)

Last Name	First Name	MI	Telephone Number Home / Cell
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Street Address	City	ST	Zip
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Date Available for Employment	SSN	DOB
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Email	Date of Application
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EDUCATIONAL BACKGROUND

	School or Institution and Location	Diplomas, Degrees, or Credits Earned
High School		
College/University		
Trade School		
Other		

NOTE: This application will be kept on file one (1) year but it is renewable by phone call or letter.

Rev. 02/25/15

EXPERIENCE (PRESENT OR MOST RECENT FIRST)

Date		Name of Employer and Address	Your Title
From			
To			
		Telephone:	
Work Performed:		Reason for Leaving:	
Name & Title of Supervisor:			Final Wage:

Dates		Name of Employer and Address	Your Title
From			
To			
		Telephone:	
Work Performed:		Reason for Leaving:	
Name & Title of Supervisor:			Final Wage:

Dates		Name of Employer and Address	Your Title
From			
To			
		Telephone:	
Work Performed:		Reason for Leaving:	
Name & Title of Supervisor:			Final Wage:

REFERENCES

References should include supervisors and colleagues who have first-hand knowledge of your abilities, work ethic, and personal qualifications. If any person(s) listed should not be contacted for reference at the present time, indicate in the left-hand margin the date contact(s) may be made.

NAME	POSITION	COMPANY / 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, or professional development activities:

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? Yes No
- Are you currently under charges for a criminal offense? Yes No
- Have you ever forfeited bond or collateral in connection with 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
- Are you subject to any visa or immigration status, which would prevent lawful employment? Yes 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.

PA CRIMINAL HISTORY RECORD / 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. To obtain a PA Criminal History Record, go to <https://epatch.state.pa.us/Home.jsp> .

PA CHILD ABUSE HISTORY CLEARANCE / ACT 151

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. To obtain a PA Child Abuse History Clearance, go to <https://www.compass.state.pa.us/cwis/public/home> .

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 understand that any misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) terminating my 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 Nazareth Area 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 release from liability all persons and/or entities supplying information regarding my background. However, 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.

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.

To be approved as a Non-Certified / Support Staff, applicants must provide the following documentation.
Cover letter, Support Staff Application, Resume, Professional Certificate (if applicable to position), Transcripts (if applicable to position; copies are acceptable), PA Criminal History Record/Act 34, PA Child Abuse History Clearance/Act 151, FBI Background Check through Cogent (click on Education to register), Sexual Misconduct/Abuse Disclosure Release/Act 168, Arrest/Conviction Report & Certification Form/Act 82, PA School Health Record including TB test, Employment Eligibility Verification (I-9) including 2 forms of ID. All clearances and health exam should be current within one year. If hired, pre-employment drug testing is required.