

COUDERSPORT AREA SCHOOL DISTRICT

698 Dwight Street
Coudersport PA 16915
(814) 274-9480

**NON-TEACHING
APPLICATION FOR EMPLOYMENT**

(If assistance is needed in completing the application, we will attempt to provide the necessary assistance.)

(PLEASE PRINT)

Position(s) Applied For		Date of Application	
<hr/>			
Last Name	First Name	Middle Name	
<hr/>			
Address	City	State	Zip Code
<hr/>			
Telephone Number	Email Address	Social Security Number	

Have you ever filed an application with us before? _____ Yes _____ No
If yes, give date _____

Have you ever been employed with us before? _____ Yes _____ No
If yes, give date _____

Are you currently employed? _____ Yes _____ No

May we contact your present employer? _____ Yes _____ No

On what date would you be available for work? _____

Are you available to work: _____ Full Time _____ Part Time _____ Shift Work _____ Temporary

Are you currently on "lay-off" status and subject to recall? _____ Yes _____ No

Can you travel if a job requires it? _____ Yes _____ No

COUDERSPORT AREA SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

	NAME & ADDRESS OF SCHOOL	COURSE OF STUDY	YEARS COMPLETED	DIPLOMA
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

If any of your education was under a different name, please provide that name.

Other Qualifications:

Summarize special job-related skills and qualifications acquired from employment or other experience and/or state any additional information you feel may be helpful to us in considering your application.

1.	Employer	Address	Telephone No.
	Job Title	Work Performed	Supervisor
	<u>Dates Employed</u>	<u>Hourly Rate/Salary</u>	
	From:	To:	Starting: Final:
	Reason for Leaving		
2.	Employer	Address	Telephone No.
	Job Title	Work Performed	Supervisor
	<u>Dates Employed</u>	<u>Hourly Rate/Salary</u>	
	From:	To:	Starting: Final:
	Reason for Leaving		
3.	Employer	Address	Telephone No.
	Job Title	Work Performed	Supervisor
	<u>Dates Employed</u>	<u>Hourly Rate/Salary</u>	
	From:	To:	Starting: Final:
	Reason for Leaving		
4.	Employer	Address	Telephone No.
	Job Title	Work Performed	Supervisor
	<u>Dates Employed</u>	<u>Hourly Rate/Salary</u>	
	From:	To:	Starting: Final:
	Reason for Leaving		
5.	Employer	Address	Telephone No.
	Job Title	Work Performed	Supervisor
	<u>Dates Employed</u>	<u>Hourly Rate/Salary</u>	
	From:	To:	Starting: Final:
	Reason for Leaving		

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 the 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
Are you currently under charges for 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

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? Yes No

Professionally disciplined means the annulment, revocation, or suspension of any certificate or license or having received a letter of reprimand from an agency, board, or commission of state government.

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.

ACT 34 CLEARANCE (PA State Police Criminal Background Check)

Each applicant must submit with his/her employment application a copy of a Criminal History Record from the Pennsylvania State Police. Prospective employees must submit ORIGINAL report, which may not be more than one (1) year old.

ACT 114 CLEARANCE (Federal Criminal History Record)

Each applicant must submit with his/her employment application a copy of a Federal Criminal Record from the Federal Bureau of Investigation (FBI). Prospective employees must submit ORIGINAL report, which may not be more than one (1) year old.

ACT 151 CLEARANCE (PA Child Abuse History Clearance)

Each candidate must submit with his/her employment application a copy of an official clearance from the PA Department of Public Welfare. Prospective employees must submit ORIGINAL report, which may not be more than one (1) year old.

ACT 24 (Arrest/Conviction Report and Certification Form)

Employees are required to complete this form and submit it to the Administrative Assistant to the Superintendent.

ACT 126 (Mandatory Child Abuse Recognition and Reporting Training)

Employees are required to complete a minimum of three (3) hours of training every five (5) years starting with the official effective date of PA Act 126, which was January 2, 2013. The training program can be found at <https://www.reportabusepa.pitt.edu> After completion of the training, the original training certificate should be submitted to the Administrative Assistant to the Superintendent prior to employment.

ACT 168 (Sexual Misconduct/Abuse Disclosure Release)

Act 168 of 2014 requires completion of the Act 168 Commonwealth of PA Sexual Misconduct/Abuse Disclosure Release. Please review the instructions included with the form as you may need to complete multiple forms. Your form(s) should be returned to Coudersport Area School District with your application materials.

REFERENCES: Include people who have supervised your work or others who have personal knowledge of your character and abilities.

Name	Position	Address	Telephone No.

To comply with Federal laws (including Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990), State Laws, and State Department of Education regulations concerning equal rights and opportunities and to assure these within our school community, the Coudersport Area School District declares itself to be an Equal Rights and Opportunities District. As an Equal Rights and Opportunities District, it does not discriminate against individuals or groups because of race, color, national origin, ethnicity, religion, age, sex, marital status, veteran status, or handicap or disability status. The District's commitment to nondiscrimination extends to students, employees, prospective employees, and the community. **Inquiries regarding compliance may be directed to the Superintendent at 814-274-9480.**

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary at arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

Signature of Applicant _____
Date

THIS SPACE FOR OFFICE USE

Date Interviewed: _____ **Interviewer's Initials:** _____

Disposition: _____

Remarks: _____
