

Social Security No.

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Non-Instructional Employment Application Form

Human Resources Department

An Equal Opportunity Employer

Date of Application: _____

PERSONAL DATA

Name of Applicant: _____

Last

First

Middle Initial

Other name that may appear on records _____

(Used only for reference checks)

Date of Birth: _____

Current Address _____

City: _____ State: _____ Zip: _____

Work Phone: () - _____ Mobile Phone: () - _____ Home Phone: () - _____

E-mail Address: _____

Have you been previously employed by EPS District? Yes No If yes, what was the last year? _____

May we contact your present employer for a recommendation? Yes No Contact Me First

If you are not employed full time, are you interested in being placed on our substitute list? Yes No

EDUCATIONAL BACKGROUND

Transcripts of all completed college/university coursework should accompany this application.

An official transcript (with college/university seal) will be required upon employment.

EDUCATIONAL BACKGROUND

Please select the highest education level that you have completed:

Bachelor's Degree

Master's Degree

Doctorate Degree

Level of Education	School/College/University	City/State	Dates Attended		Degree Received
			FROM	TO	
College/ University					

Major Area (Undergraduate)	Minor Area (Undergraduate)	Major Area (Graduate)	Minor Area (Graduate)
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LICENSURE

Do you have a Pennsylvania License?

Yes

No

Type: _____

Do you have an Out-of-State License?

Yes

No

Type: _____

WORK HISTORY

District /Company	Supervisor's Name	Phone	Position Held	Dates Employed	
				From	To

PROFESSIONAL DATA

Please list relevant professional activities/extracurricular activities .

Papers/Articles Published	Seminars/Workshops Conducted	Other Related Professional Activities

POSITION INFORMATION (Select appropriate category)

- | | |
|--|--|
| <input type="checkbox"/> Behavior Specialist
<input type="checkbox"/> Bus Aide
<input type="checkbox"/> Bus Driver
<input type="checkbox"/> Custodian | <input type="checkbox"/> Information Technology Department
<input type="checkbox"/> Mental Health Specialist
<input type="checkbox"/> Paraprofessional
<input type="checkbox"/> Secretary |
|--|--|

GENERAL INFORMATION

If employed presently, why do you wish to leave?

If hired, on what date would you be available for work?

Have you ever been refused tenure or a continuing contract? If yes, please attach an explanatory statement.

Yes

No

Have you ever had a license or certificate revoked or suspended? If yes, please attach an explanatory statement.

Yes

No

Have you ever been discharged or requested to resign a position? If yes, please attach an explanatory statement.

Yes

No

Have you ever been convicted of a felony? If yes, please attach an explanatory statement.

Yes

No

Do you have any charges or proceedings pending against you? If yes, please attach an explanatory statement.

Yes

No

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

Yes

No

REFERENCES

List the names and addresses of three (3) persons not related to you who can speak with knowledge of your personal and professional qualifications for the assignment, which you seek. Teaching applicants with work experience must provide recommendations from principals and/or superintendents from all contracted educational work experiences within the past three (3) years. If experience was not within the past three (3) years, provide references from last contracted experience. Beginning teachers must include references from their student teaching supervisor(s) and cooperating teacher(s).

Name of Reference	Employer	Complete Address	Position	Telephone Number

**ERIE'S PUBLIC SCHOOLS
ADDENDUM TO APPLICATION
(CONFIDENTIAL)**

Erie's Public Schools is required by state law to obtain criminal history record and Child Abuse information on all applicants that are being seriously considered for the employment with the district (PA State Education Code). The information requested below is necessary to obtain criminal history record information.

Full Name (PRINT) _____
Last *First* *Middle*

SOCIAL SECURITY NO. _____ **DATE OF BIRTH:** _____

SEX: FEMALE MALE

ETHNICITY: BLACK WHITE/OTHER

I understand that the information that I am providing about age, sex, and ethnicity will not be used to determine eligibility for employment to the position for which I am applying, but will be used solely for the purpose of obtaining criminal history record information as mandated by the laws of the state of Pennsylvania.

Signature Date

THIS FORM WILL BE REMOVED FROM THE APPLICATION AND FILED SEPARATELY IN THE HUMAN RESOURCES OFFICE OF *ERIE'S PUBLIC SCHOOLS*. FURTHERMORE, THIS FORM WILL NOT BE USED UNLESS THE APPLICANT IS BEING SERIOUSLY CONSIDERED FOR A POSITION WITH *ERIE'S PUBLIC SCHOOLS*.

APPLICATION AGREEMENT

I hereby affirm that all information provided in this application is true and accurate to the best of my knowledge and understand that any deliberate falsifications, misrepresentations, or omissions of fact may be grounds for rejection of my application or dismissal from subsequent employment.

I authorize the references listed on the previous page to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all such parties from liability for any damage that may result from furnishing the same to you.

I understand that the district is authorized by the Pennsylvania Education Code to obtain criminal history record information on applicants the district intends to employ.

Please sign below and return this form as part of the application for employment.

Signature _____

Date _____

This application becomes the property of the district. The district reserves the right to accept or reject it. This application is considered active for a period not to exceed two (2) years. Any applicant wishing to be considered for employment beyond this time period may inquire as to whether or not applications are being accepted at that time.

It is the policy of the Erie Public Schools not to discriminate in their educational programs, activities or employment practices based on race, color, 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 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 district.

