



CHAMBERSBURG AREA SCHOOL DISTRICT

435 Stanley Avenue
Chambersburg, PA 17201

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin or handicap.

SUPPORT EMPLOYEE APPLICATION

PERSONAL

Last Name	First	Middle	Date
Street Address			Home Phone () -
City, State, Zip			Other Phone () -
Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: Month and Year _____ Location _____			Social Security No.
Position Desired			Pay Expected
Apart from absence for religious observance, are you available for full-time work? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, what hours can you work? _____			Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you legally eligible for employment in the United States?			When will you be available to begin work? _____
Other special training or skills (languages, machine operation, etc.)			
How did you learn of our organization?			

EDUCATION

SCHOOL	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	NO. OF YEARS COMPLETED	DID YOU GRADUATE?	DEGREE OR DIPLOMA
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	

EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Chambersburg Area School District not to discriminate on the basis of race, age, color, religion, sex, handicap or national origin in its admissions, educational programs, activities or employment policies as required by Title VI of the Civil Rights Act of 1964, Title IX of the 1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Inquiries may be directed to Human Resources Office.
435 Stanley Avenue, Chambersburg, Pennsylvania 17201, Telephone (717)261-3304 TDD 261-3317.

EMPLOYMENT

Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer.

Company Name	Telephone () -
Address	Employed (State Month and Year) From To
Name of Supervisor	Weekly Pay Start Last
State Job Title and Describe Your Work	Reason for Leaving

Company Name	Telephone () -
Address	Employed (State Month and Year) From To
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Company Name	Telephone () -
Address	Employed (State Month and Year) From To
Name of Supervisor	Weekly Pay Start Last
State Job Title and Describe Your Work	Reason for Leaving

We may contact the employers listed above unless you indicate those you do not want us to contact.

DO NOT CONTACT

Employer Number(s) Reason

ADDITIONAL INFORMATION (Please supply any additional information you consider pertinent. List any skills that may be applicable to the position you desire.)

REFERENCES (Give the name, title, and business address of four persons able to supply information about your qualifications for the position for which you are applying.)

Name	Title	Business Address	Phone

APPLICATION CERTIFICATION

I hereby certify that the foregoing information is true and correct and authorize investigation of such as may be necessary to arrive at an employment decision.

Date _____ Signature _____

THIS SECTION MUST BE DATED AND SIGNED

The Commonwealth of Pennsylvania requires that prospective employees of public schools (with certain exceptions) must present a report not more than one (1) year old of criminal history record information from the Pennsylvania State Police pursuant to 18 C.S. Ch. 91 (relating to criminal history record information in the state of Pennsylvania) or a statement from the Pennsylvania State Police that their central repository contains no such information relating to the prospective employee. If the prospective employee has not been a resident of Commonwealth of Pennsylvania during the past year and/or is presently not a resident, a report of Federal criminal history (FBI fingerprint) information from the Federal Bureau of Investigation pursuant to Title II of Public Law 92 - 544, 86 Stat. 1115 shall be submitted. Regulations adopted by the State Board of Education provide for the confidentiality of criminal history record information. No person subject to these acts shall be employed in a public school where the report of criminal history record information indicates the applicant has been convicted within five (5) years immediately preceding the date of the report on one or more of the offenses under the above listed statutes.

In addition, the Chambersburg Area School District requires the following as conditions of employment. If an individual is offered employment, it will be conditional on submitting the following: (1) An Act 151 - Report of Suspected Child Abuse (2) FBI Fingerprint Report of Federal Criminal History (3) Pennsylvania School Personnel Health Record - Report of Physical Condition completed within the past year and (4) Drug Test - Urinalysis Testing done at the District's Expense. A report of suspected child abuse, Federal Criminal History, physical condition(s) which may prohibit performance of the essential job functions or suspected drug or alcohol abuse will prohibit employment by the District. ~~These reports do not have to be submitted with this application but will be required if employment is offered.~~ All forms are available through the District. If you need assistance in completing this application or any of the required forms, it will be provided.

It is the policy of the Chambersburg Area School District not to discriminate on the basis of sex, color, creed, age, handicap and/or national origin in its educational programs, activities or employment policies.

APPLICATIONS WILL REMAIN ON FILE FOR ONE (1) YEAR. APPLICANTS MUST NOTIFY THE DISTRICT WITHIN THE YEAR IF THEY WISH FOR THEIR FILE TO REMAIN ACTIVE.

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION

DATE _____ SIGNATURE _____

FOR ADMINISTRATIVE USE ONLY

Sex, Race and Ethnic Group Identification Form Received _____

Act 34 Information Received: Yes _____
Copy _____ Original _____

FBI Fingerprint Received: Yes _____
Copy _____ Original _____

Act 151 Information Received: Yes _____
Copy _____ Original _____

School Health Record Received: Yes _____

Drug Test Received: _____ Yes _____

Application Received _____ Information Verified By _____
Date _____ Signature _____



To: Support Applicants

Thank you for your interest in obtaining a support position with the District. The Chambersburg Area School District staffs its program with over three hundred support employees. Maintaining a staff of this size necessitates a constant review of applications for current and anticipated vacancies. Eligibility for consideration is contingent upon receipt of the following:

1. Completed Application
2. Appropriate Materials relative to your education and/or experience.

Upon receipt of the above, your application will be retained for one year. If you wish to withdraw it earlier or update it at the end of that period, you are welcome to do so. You will receive consideration whenever a vacancy exists within your area of interest. When reviewing applications, only those individuals with the appropriate qualifications will be contacted for interviews.

If you are selected for employment, you will be required to furnish a School Personnel Health Record, an Act 34 Criminal History Record, an Act 33/151 Child/Student Abuse Record, and an FBI Finger-print Record (if you resided outside of Pennsylvania during the past two years), all at your expense. In addition, you will be required to complete drug screening (urinalysis) at the District's testing site and at their expense. A positive test for drugs or record of criminal history and/or abuse, or physical condition which will prohibit satisfactory performance of the essential job functions may make you ineligible for employment. Those who are being hired as substitutes in the support areas will not be required to furnish the FBI check unless or until permanent employment is approved. All appropriate forms are available through the District Human Resources Office. If you need assistance in completing any of these forms, please ask.

Sincerely,

A handwritten signature in black ink, appearing to read "Billy R. Hodge, Jr.", is positioned above the printed name.

Billy R. Hodge, Jr.
Human Resources Director

Enclosures

CHAMBERSBURG AREA SCHOOL DISTRICT

ALL APPLICANTS FOR EMPLOYMENT

MUST COMPLETE AND SIGN

THIS STATEMENT

HAVE YOU EVER BEEN ARRESTED, CONVICTED OR PLEAD GUILTY TO A VIOLATION OF THE PENNSYLVANIA CRIMES CODE, THE CONTROLLED SUBSTANCE, DRUG DEVICE, AND COSMETIC ACT OR ANY OUT-OF-STATE OR FEDERAL OFFENSE NOT SPECIFICALLY DESCRIBED IN EITHER OF THE FOREGOING STATEMENTS:

YES _____

NO _____

DATE _____

SIGNATURE _____

PRINT NAME _____

SEX, RACE, AND ETHNIC GROUP

IDENTIFICATION FORM

The Federal Government requires that an employer maintain records on the sex, race and ethnic group of its applicants. In order to comply with these requirements, the **CHAMBERSBURG AREA SCHOOL DISTRICT** requires that you supply the information sought below. The information is for record keeping purposes only and will not affect employment in any way. This questionnaire will be kept separately from your application.

Position for which you are applying: _____

Sex: _____

Race: _____

Ethnic Group (check if you are a member of the Ethnic Group):

American Indian (including Alaskan Natives) _____

Asian (including Pacific Islanders) _____

Hispanic (including persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish origin or culture) _____

In conformity with applicable laws, CHAMBERSBURG AREA SCHOOL DISTRICT is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, sex, age, marital status, national origin, or physical or mental handicap.

- * See Uniform guidelines on Employee Selection Procedures, 29 C.F.R. SS 1607 et seq., 41 C.F.R. SS 60-3.1 et seq. (1978)

FOR ADMINISTRATIVE USE ONLY

DATE RECEIVED _____

BY  _____

C.A.S.D.