

## **Classified Job Application**

Enclosed is the District Application for classified employment. Below is a list of items to submit with your completed application.

1. District Application
2. Letter of Interest
3. Resume

Clearances will be needed upon hiring.

**Northern Tioga School District  
110 Ellison Road  
Elkland, PA 16920**

**Application for Non-Instructional Employment**

The Northern Tioga School District does not discriminate on the basis of race, color, sex, age, national origin, religion or handicapped condition in matters affecting employment or providing access to programs. For more information regarding civil rights or grievance procedures, contact Civil Rights/ADA Coordinator at 110 Ellison Road, Elkland, PA 16920 (814-258-5642).

Please PRINT all information on this form unless otherwise designated.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Social Security: \_\_\_\_\_

Are you legally eligible for employment in the USA:  Yes  No If under 18, state age: \_\_\_\_\_

Have you ever been employed by Northern Tioga School District:  Yes  No If yes, please list dates and positions: \_\_\_\_\_

**NOTE:** A district test may be administered as a condition of employment.

**Position Applying For**

- Secretarial       Teacher Aide       Food Service       Custodial  
 Maintenance       Volunteer       Technology

**Education and Training Information**

Please list all relevant education background

|                                 | Name | Address<br>City, State | Did You<br>Graduate?<br>Yes/No | Diploma/Degree |
|---------------------------------|------|------------------------|--------------------------------|----------------|
| High School                     |      |                        |                                |                |
| College or<br>University        |      |                        |                                |                |
| Trade or<br>Technical<br>School |      |                        |                                |                |

### Work Experience

Please complete employment history starting from the most current

Please be advised that references from your former/current employers will be solicited, and the submission of your application will constitute authorization to do so.

|                        |                                      |
|------------------------|--------------------------------------|
| Employer:              | Job Title:                           |
| Address:               | Dates of Employment:<br>From:<br>To: |
| Telephone:             | Name of Supervisor:                  |
| Reason for Leaving:    | Last Hourly Rate/Yearly Salary: \$   |
| Description of Duties: |                                      |
| <hr/>                  |                                      |
| Employer:              | Job Title:                           |
| Address:               | Dates of Employment:<br>From:<br>To: |
| Telephone:             | Name of Supervisor:                  |
| Reason for Leaving:    | Last Hourly Rate/Yearly Salary: \$   |
| Description of Duties: |                                      |
| <hr/>                  |                                      |
| Employer:              | Job Title:                           |
| Address:               | Dates of Employment:<br>From:<br>To: |
| Telephone:             | Name of Supervisor:                  |
| Reason for Leaving:    | Last Hourly Rate/Yearly Salary: \$   |
| Description of Duties: |                                      |

When could you begin working here? \_\_\_\_\_

Expected Salary \_\_\_\_\_

**Secretarial/Clerical Applicants Only**

|   |      |
|---|------|
| Keyboarding (yes or no)   | wpm: |
| Computer and software knowledge:  |      |
| Additional Studies or Experience (Accounting, Office Management, etc.): |      |
| Communication Training or Skills:                                       |      |

**Maintenance/Custodial Applicants Only  
(Prior Experience – explain detail of responsibility)**

|  |
|--|
| Electrical Experience:   |
| Plumbing Experience:   |
| Building/Construction Experience:                                    |
| Schematics/Blueprint Reading Experience:                             |
| Heating/Cooling, Pneumatics/DDC Controls Experience:                 |
| Plastering Experience:   |
| Painting Experience:   |
| Concrete Work Experience:  |
| Roofing Experience:  |
| Driving Heavy Equipment Experience:                                  |
| Cleaning Experience:   |
| Washing Windows Experience:  |
| Lawn Care Experience:  |
| Computer Skills Experience:  |
| Supervisory Experience, Training, Skills:                            |
| Note: These jobs require lifting 75-100 pounds at varying intervals. |

**Food Service Applicants Only  
(Prior Food Service Experience – explain detail of responsibility)**

|  |
|--|
| Food Service Experience:   |
| Cash Register Experience:  |
| Food Preparation Experience:   |
| Bank Deposits Experience:  |
| Computer and software knowledge:   |
| Do you have any special training or certificates related to food service? Yes or No. If yes, please explain. |
| Note: These jobs require lifting/carrying 20-50 pounds at varying intervals.                                 |

**Teacher Aide Applicants Only**

|   |
|---|
| First Aid Certification? Yes or No. If yes, expiration date:  |
| CPR Certification? Yes or No. If yes, expiration date:  |
| Experience Working With Children:   |
| Associates Degree or 2 Years Equivalent Post-Secondary Education? Yes or No. If yes, please list details: |

**Technology Applicants Only  
(Circle Level of Skill)**

| <b>Skills</b>           | <b>Skill Level</b> |         |          |      |           |
|-------------------------|--------------------|---------|----------|------|-----------|
| Communication Skills    | None               | Minimal | Moderate | High | Extensive |
| Customer Service Skills | None               | Minimal | Moderate | High | Extensive |
| Phone Skills            | None               | Minimal | Moderate | High | Extensive |
| PC/Windows Skills       | None               | Minimal | Moderate | High | Extensive |
| Macintosh Skills        | None               | Minimal | Moderate | High | Extensive |

|                            |      |         |          |      |           |
|----------------------------|------|---------|----------|------|-----------|
| Microsoft Office Skills    | None | Minimal | Moderate | High | Extensive |
| Multimedia/Graphic Skills  | None | Minimal | Moderate | High | Extensive |
| Internet Related Skills    | None | Minimal | Moderate | High | Extensive |
| E-Mail Skills              | None | Minimal | Moderate | High | Extensive |
| Programming Skills         | None | Minimal | Moderate | High | Extensive |
| Computer Networking Skills | None | Minimal | Moderate | High | Extensive |
| Web Design Skills          | None | Minimal | Moderate | High | Extensive |

**References**  
**(Must be work related with a complete mailing address)**  
**(Do Not List Relatives)**

| Name | Position | Complete Address | Telephone |
|------|----------|------------------|-----------|
|      |          |                  |           |
|      |          |                  |           |
|      |          |                  |           |

**Northern Tioga School District**  
**Anti-Nepotism Policy & Military Background**

The object of this policy is to prevent nepotism in hiring of school employees. The employment of persons related by blood or marriage to current employees and Board members may cause a conflict of interest for the Northern Tioga School District.

For the purpose of this policy, the term “related shall mean father, mother, brother, sister, son, daughter, stepson, stepdaughter, spouse, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandchild, nephew, niece, first cousin, aunt, uncle.

Are you related, in the above manner, to any current employees/Board member of the district (circle answer)?

Yes

No

If yes, please list the name of the employee \_\_\_\_\_

If yes, please list the nature of the relationship \_\_\_\_\_

Were you in the military (circle answer)?

Yes

No

If yes, what branch \_\_\_\_\_

Years Served \_\_\_\_\_

Did you receive an honorable discharge (circle answer) Yes

No

## 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

Have you ever been professionally disciplined in any state?

Yes

No

Professional disciplined means the annulment, revocation or suspension of your teaching certification or having received a letter of reprimand from an agency, board or commission of state government, such as the Pennsylvania Professional Standards and Practices Commission.

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.**

The Northern Tioga School District does not require the background check information with the initial application material. However, if you should be selected for employment, applicant must comply with the clearance requirements listed below.

**ACT 114 COMPLIANCE (Background Checks of Prospective Employees)**

Prior to employment applicant must submit the ORIGINAL State and Federal criminal history reports or a copy of the completed forms/requests. Clearances must be less than one (1) year old from date of employment.

**ACT 151 (PA Child Abuse History Clearance)**

Prior to employment applicant must submit the ORIGINAL clearance statement obtained from the Pennsylvania Department of Public Welfare that no record exists. The clearance must be no more than one (1) year old from the date of employment.

I hereby give Northern Tioga School District the right to perform a thorough investigation of past employment, education, criminal convictions, and motor vehicle driving record; and I release from any liability all persons, school districts, companies, and corporations supplying such information. I indemnify Northern Tioga School District against any liability, which might result from making such an investigation. I understand that any false, misleading, or incorrect answer or statement made by me in this application shall be considered sufficient cause for denial of employment or, if employed, may be cause for my termination.

Northern Tioga School District is authorized to verify all information contained in this application or oral interview. I further understand that this is an employment application and not an employment contract.

The filing of applications does not in any manner entitle the applicant to an interview nor to a position on any waiting list. Applications are kept on file for a period not to exceed one (1) year. All positions will be filled through selection from all qualified applicants based solely on careful evaluation of qualifications as determined by the Northern Tioga School District.

Have you ever been convicted of a misdemeanor or felony?      Yes      No

Have you ever been discharged from a position?      Yes      No

If yes, explain in detail (attach an additional sheet of paper if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_