

**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 City, State	Did You Graduate? Yes/No	Diploma/Degree
High School				
College or University				
Trade or Technical 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: From: To:
Telephone:	Name of Supervisor:
Reason for Leaving:	Last Hourly Rate/Yearly Salary: \$
Description of Duties:	
<hr/>	
Employer:	Job Title:
Address:	Dates of Employment: From: To:
Telephone:	Name of Supervisor:
Reason for Leaving:	Last Hourly Rate/Yearly Salary: \$
Description of Duties:	
<hr/>	
Employer:	Job Title:
Address:	Dates of Employment: From: 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)**

Skills	Skill Level				
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? | <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? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Within the last ten years, have you quit a job after being notified that you would be fired? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Have you ever been professionally disciplined in any state? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | 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? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | 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 five (5) years 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 five (5) years 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: _____