

Arts Academy Charter School

Support Staff Employment Application

CHECK POSITION(S) DESIRED:

	<u>Substitute Positions</u>
<input type="checkbox"/> Administrative Assistant	<input type="checkbox"/> Substitute Nurse
<input type="checkbox"/> Custodian /Janitor	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Food Service	
<input type="checkbox"/> School Nurse	
<input type="checkbox"/> Secretary	
<input type="checkbox"/> Other: _____	

Name _____
Last First Middle Social Security Number

Address _____
Street Home Telephone
City State Zip

Date available for employment _____

E-mail address (if available) _____

EDUCATIONAL BACKGROUND

	School or Institution and Location	Diplomas, Degrees or Credits Earned
High School		
College/University		
Trade School		
Other		

The following information, **if applicable**, is required:

- Valid criminal background check, child abuse clearance, and physical form with T-B test results - **required**.
- FBI Criminal Clearance – **required**.
- Act 24 clearance form (PDE-6007).
- College Transcripts.
- Proof of valid PA LPN or RN License.
- Current professional references - **required**.
- Verification of eligibility for employment in the U.S. – **required**.
- Complete physical exam including a TB test – **required**.

NOTE: This application will be kept on file one (1) year.

EXPERIENCE (PRESENT OR MOST RECENT FIRST)

Date		Name of Employer and Address		Your Title		
From						
To						
		Telephone:				
Work Performed:			Reason for Leaving:			
Name & Title of Supervisor:			Final Wage:			

Dates		Name of Employer and Address		Your Title		
From						
To						
		Telephone:				
Work Performed:			Reason for Leaving:			
Name & Title of Supervisor:			Final Wage:			

Dates		Name of Employer and Address		Your Title		
From						
To						
		Telephone:				
Work Performed:			Reason for Leaving:			
Name & Title of Supervisor:			Final Wage:			

Dates		Name of Employer and Address		Your Title		
From						
To						
		Telephone:				
Work Performed:			Reason for Leaving:			
Name & Title of Supervisor:			Final Wage:			

REFERENCES

References should include supervisors and peers who have first-hand knowledge of your abilities, your work ethic and your personal qualifications. If any person(s) listed should not be contacted for reference at the present time, indicate in the left-hand margin the date contact(s) may be made.

NAME	POSITION	ADDRESS	TELEPHONE

OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experiences (including U.S. military service) and/or state any additional information you feel may be helpful in considering your application, i.e. honors, awards activities or professional development activities:

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 ☐

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 COMPLIANCE (Background Check of Prospective Employees)

Each Pennsylvania resident must submit with his/her employment application a copy of a report of Criminal History Record Information from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the State Police Central Repository contains no such information relating to that person. Each out-of-state applicant must submit with his/her application for employment a copy of a federal criminal record history from the Federal Bureau of Investigation. The criminal record history report must be no more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to the start of employment.

ACT 151 (PA Child Abuse History Clearance)

Each candidate must submit with his/her employment application a copy of an official clearance statement obtained from the Pennsylvania Department of Public Welfare or a statement from the Department of Public Welfare that no record exists. The clearance statement must be no more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to the start of employment.

CERTIFICATION AND RELEASE AUTHORIZATION

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I further certify that I am the sole author of the essay. I understand that any misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) terminating my employment.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of Arts Academy Charter School may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to this school district. I further authorize these officials to investigate my background, now or in the future, to verify the information provided and release from liability all persons and/or entities supplying information regarding my background. However, I do not waive any rights which I may have under state or federal law related to my right to challenge the disclosure of unlawful or inaccurate information.

Date

Signature of Candidate (in ink)
[Must be original]

Pennsylvania school districts shall not discriminate in their educational programs, activities or employment practices based on race, color, national origin, 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 Act 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 school district.