



# KUTZTOWN AREA SCHOOL DISTRICT

251 Long Lane Road  
 Kutztown, PA 19530  
 610-683-7361  
 610-683-0388 - Fax

## SUPPORT STAFF EMPLOYMENT APPLICATION

**NOTE: Application must be completed in Black Ink. An incomplete application may be rejected.**

Applicant Information			
Last Name	First	M.I.	Today's Date
Street Address		PO Box/Apt	
City	State	ZIP	
Phone	E-mail Address		
Position Desired		Desired Salary	
Do you have the legal right to work in the U.S. and can you provide evidence of that right? YES <input type="checkbox"/> NO <input type="checkbox"/> Did you serve in the Military? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Have you previously worked for this District? YES <input type="checkbox"/> NO <input type="checkbox"/> Are you interested in working as a substitute for the District? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Education	
Did you graduate from high school?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Did you graduate from college/technical school?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree/Certificate:
Other	

References		
<i>Please list three references.</i>		
Full Name	Relationship	Company
Address	Phone (    )	
City, State, Zip	Email Address:	
Full Name	Relationship	Company
Address	Phone (    )	
City, State, Zip	Email Address:	
Full Name	Relationship	Company
Address	Phone (    )	
City, State, Zip	Email Address:	

**Previous Employment**

List your employers for the last **8** years, beginning with current employer.  
If necessary, use an additional sheet of paper.

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary/Hourly Rate \$		Ending Salary/Hourly Rate \$
Responsibilities			
From	To	Reason for Leaving	
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary/Hourly Rate \$		Ending Salary/Hourly Rate \$
Responsibilities			
From	To	Reason for Leaving	
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary/Hourly Rate \$		Ending Salary/Hourly Rate \$
Responsibilities			
From	To	Reason for Leaving	

**VAN DRIVER APPLICANTS ONLY: (Circle appropriate Class)**

*Classes of License Held:*

Class A = Combination Vehicle over 26,000  
Class B = Truck or Bus over 26,000  
Class C = Automobile  
Class M = Motorcycle  
Years of School Van Driving:

Restrictions:  
Drivers License #:  
School Bus License #:  
Expiration Date of License:  
Number of Years Driving:

**FOOD SERVICE APPLICANTS ONLY: (Summary of experience, explain detail of responsibility)**

Food Preparation:  
Service-Table/Cafeteria:  
Cashier:  
None:

Do you have any special training or certificates related to food service? Yes  No

If yes, explain

These jobs require lifting/carrying of 30-50 lbs. Can you perform these functions with or without reasonable accommodations? Yes  No

**MAINTENANCE/CUSTODIAL/GROUNDS APPLICANTS ONLY:**

Place an "X" next to the work you have successfully performed:

- |                   |                  |                  |
|-------------------|------------------|------------------|
| Cleaning          | Carpentry Work   | Bricklaying      |
| Dusting           | Plumbing         | Cement Finishing |
| Wash Windows      | Steam Fitting    | Concrete Work    |
| Drive Truck       | Electrical Work  | Machinist        |
| Truck Maintenance | Refrigeration    | Window Shade     |
| Truck Body Work   | Sheet Metal Work | Roofing          |
| Grass Cutting     | Plastering       | Other            |
| Gardening         | Painting         |                  |

Additional Related Training and Experience:

These jobs require physical work. Can you perform these functions with or without reasonable accommodations? Yes  No

**SECRETARY/CLERICAL APPLICANTS ONLY:**

Bookkeeping: Yes  No

Computer/software knowledge:

Additional Studies, Certificates or Experience (Accounting, Office Management, etc.):

**PARAEDUCATOR/TEACHER AIDE APPLICANTS ONLY:**

(Place an "X" next to the specific position(s) in which you are interested:

Classroom Aide \_\_\_\_\_ Library Aide \_\_\_\_\_ Special Education Aide \_\_\_\_\_  
Computer Lab Aide \_\_\_\_\_ Lunch/Playground Aide \_\_\_\_\_  
Experience working with children \_\_\_\_\_

Age level of children with whom you prefer to work:

**CLEARANCE COMPLIANCE**

**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. The criminal record history report must be no more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.

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

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 employment.

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**ACT 114 OF 2006 (Federal Criminal History Record)**

Each candidate must submit with his/her employment application a copy of an official Federal Criminal History Record stating that no record exists. This record cannot be more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.

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**ACT 24 OF 2011 & Act 82 of 2012 (Arrest/Conviction Report & Certification Form)**

Each candidate must submit with his/her employment application a copy of an official Arrest/Conviction Report & Certification Form stating that no record exists. This record cannot be more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.

**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. Conviction is an adjudication of guilt and convictions resulting from a plea of "nolo contendere" (no contest) 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.

Have you ever been convicted of a felony or misdemeanor?	___	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

**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.**

## DISCLAIMER AND SIGNATURE

I hereby authorize Kutztown Area School District to contact school, college, employment and all other sources for the purpose of investigating and verifying statements and references herein, and I hereby authorize said sources to disclose such records and other information as may be requested by the Kutztown Area School District.

I authorize investigation of all statements contained in this application, and I certify that any and all information, which I have set forth in this application, is true and accurate to the best of my knowledge.

I understand the application must be completed thoroughly. If it is not thoroughly completed, it may jeopardize my employment with the district.

I understand that I must submit a Report of PA Criminal Record (Act 34), a Child Abuse History (Act 151), Federal Criminal History Record (Act 114) and a Arrest/Conviction & Certification Form (Act 24) upon any offer of employment.

I understand that any offer of employment is contingent upon receiving a physical examination, including TB test, prior to beginning duties.

Successful candidates for the position must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the Human Resource Office of any and all reasonable accommodations that will be required at the time of the application.

If this application leads to employment, I understand that misrepresentation, misleading, or omitted information in my application or any interview is grounds for my dismissal from employment.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### DO NOT WRITE BELOW THIS LINE

Interview Date: \_\_\_\_\_ Interviewer: \_\_\_\_\_

Outcome/Comments:

\_\_\_\_\_  
\_\_\_\_\_

### AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

*Kutztown Area School District 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, Business Administrator, 610-683-7361, ext. 101, for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the school district.*

Revised 09/03/2015