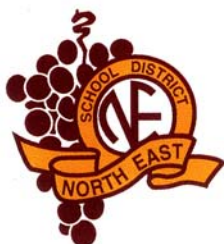


# NORTH EAST SCHOOL DISTRICT

50 East Division Street  
North East, PA 16428  
Telephone (814) 725-8671



# SUPPORT STAFF EMPLOYMENT APPLICATION

- Transportation Department**
    - Bus Driver
    - Van Aide
    - Van Driver
  - Cafeteria**
  - Custodian**
  - Maintenance**
  - Secretarial/Clerical**
  - Nurse (RN)**
  - Are you interested in a substitute position?**
- Instructional Department:**
    - Dining Hall Aide
    - Instructional Aide
    - Personal Care Aide
    - Playground Aide
    - Pool Aide
  - Medical Assistant (LPN)**

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
(only last four digits)      XXX-XX-

Last                      First                      MI

Address \_\_\_\_\_  
Street                      City                      State                      Zip Code

Home Telephone Number \_\_\_\_\_ Work Telephone Number \_\_\_\_\_  
 Cell Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

## EDUCATIONAL BACKGROUND

1. a. Do you have a high school diploma?                      Yes \_\_\_\_\_ No \_\_\_\_\_  
 b. If yes, what course of study did you pursue? i.e. Business, technical, college preparatory  
 \_\_\_\_\_  
 c. If no, do you have a GED?                      Yes \_\_\_\_\_ No \_\_\_\_\_
2. a. Do you have any vocational/technical training?                      Yes \_\_\_\_\_ No \_\_\_\_\_  
 b. If yes, what school did you attend? \_\_\_\_\_  
 c. Did you complete the program?                      Yes \_\_\_\_\_ No \_\_\_\_\_
3. a. Have you ever attended college?                      Yes \_\_\_\_\_ No \_\_\_\_\_  
 b. What did you study? \_\_\_\_\_  
 c. What degree did you receive? \_\_\_\_\_
4. a. What computer experience do you have? \_\_\_\_\_  
 \_\_\_\_\_  
 b. What type of computers have you worked with?                      MacIntosh \_\_\_\_\_ PC \_\_\_\_\_
5. List equipment other than computers you can operate.  
 \_\_\_\_\_  
 \_\_\_\_\_
6. List work-related skills that you possess other than the use of computers.  
 \_\_\_\_\_  
 \_\_\_\_\_

In accordance with existing state and federal laws, the North East School District will employ qualified personnel for all positions without regard to race, creed, color, sex, age, religion, or national origin. Selection of candidates for positions will be made upon the basis of demonstrated capability, competence, and appropriate experience. All North East School District programs are operated in compliance with Title IX regulations regarding sex discrimination, Section 504 regarding disabled persons, and the Americans with Disabilities Act.

**EMPLOYMENT HISTORY**

Please give accurate, complete employment history. Start with present or most recent employer

Company Name	Telephone
Address	Employed From _____ To _____
Name of Supervisor	Reason for Leaving
Type of Job and Duties	

Company Name	Telephone
Address	Employed From _____ To _____
Name of Supervisor	Reason for Leaving
Type of Job and Duties	

Company Name	Telephone
Address	Employed From _____ To _____
Name of Supervisor	Reason for Leaving
Type of Job and Duties	

Company Name	Telephone
Address	Employed From _____ To _____
Name of Supervisor	Reason for Leaving
Type of Job and Duties	

**EMPLOYMENT REFERENCES**

Name	Address	Phone No.	Title
Name	Address	Phone No.	Title
Name	Address	Phone No.	Title
Name	Address	Phone No.	Title

**OTHER INFORMATION**

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain \_\_\_\_\_  
(Attach additional information if necessary)

If the position you are applying for requires driving a motor vehicle, do you have a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_

Please list the days and hours you are available \_\_\_\_\_

Please list any other information that in your opinion would be helpful to the North East School District in considering you for employment.

---

---

---

Present Salary\_\_\_\_\_

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

Pertinent to their background. A report of criminal history record information from the Pennsylvania State Police is required. Prospective employees of the North East School District are required by state law, prior to employment, to furnish certain information. Non-Pennsylvania residents must submit a report of federal criminal history from the Federal Bureau of Investigation. Also required is a child abuse clearance from the Pennsylvania Department of Welfare. In addition, appropriate evidence of U.S. citizenship or right to work will need to be provided.

**The North East School District will not process any application where the applicant fails to comply with the provisions of the law.**

I hereby declare that the information in this application is true and complete to the best of my knowledge and agree that any falsified or intentionally misleading information or deliberate omissions may disqualify me from employment and may be justification for dismissal if discovered at a later date.

**My signature also signifies my approval for the North East School District to check my references and to verify my reason for leaving my prior employment. I have carefully read, completed, and do understand this application.**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

**FOR NORTH EAST SCHOOL DISTRICT USE ONLY**

Possible Positions	Possible Locations
Date of Hire_____	
Starting Wage _____	
Position _____	
Location_____	

10/26/06