

Application for General Employment

Steelton-Highspire School District
250 Reynders Avenue
Steelton, PA 17113
(717) 704-3800

The Steelton-Highspire School District, does not discriminate in its 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. Applicants who have an inquiry or complaint regarding discrimination, or who need information about accommodations for persons with disabilities, should contact the school district at (717) 704-3800.

Date of Application:

<input type="checkbox"/> Facilities Worker (Custodian)	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Day	<input type="checkbox"/> Evening	<input type="checkbox"/> Substitute	<input type="checkbox"/> Seasonal Only
<input type="checkbox"/> Paraprofessional	<input type="checkbox"/> Positive Behavior Facilitator		<input type="checkbox"/> Secretary/Administrative Assistant			

Last Name	First Name	Middle Name
Address	City	State Zip
Telephone Number(s) Cell:	Home:	Email Address

If you are under 18 years of age, can you provide required proof of your eligibility to work?	Yes		No
Have you ever filed an application with the Steelton-Highspire School District?	Yes		No
Have you ever been employed with the Steelton-Highspire School District before?	Yes		No
Are you currently employed?	Yes		No
May we contact your present employer?	Yes		No
Are you a citizen of the USA? (<i>Proof of citizenship or immigration status will be required upon employment</i>)	Yes		No
Do you have transportation to and from work?	Yes		No
On what date would you be available to begin employment?			
Are you currently on "lay-off" status and subject to recall?	Yes		No

THE FOLLOWING BACKGROUND CLEARANCES MUST BE SUBMITTED FOR ANY POSITION WITHIN THE STEELTON-HIGHSPIRE SCHOOL DISTRICT. CLEARANCES DATED PRIOR TO ONE YEAR (1) OF THIS APPLICATION WILL NOT BE ACCEPTED.

- PA State Police Criminal History Record Check
- PA Child Abuse History Clearance
- FBI Criminal History Record

THE FOLLOWING FORMS WILL BE REQUIRED TO BE COMPLETED, prior to hire date.

- Sexual Misconduct/Abuse Disclosure Release- each applicant must submit with his/her employment application a separate form for each applicant's current or former employer, regardless of whether the employer is a school entity and/or where the applicant had direct contact with children
- Arrest/Conviction Report and Certification

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1	Employer Name	Dates Employed From To	Work Performed
	Address		
	Telephone Number	Hourly Rate/Salary	
	Job Title	Starting Final	
	Reason for Leaving		
2	Employer Name	Dates Employed From To	Work Performed
	Address		
	Telephone Number	Hourly Rate/Salary	
	Job Title	Starting Final	
	Reason for Leaving		
3	Employer Name	Dates Employed From To	Work Performed
	Address		
	Telephone Number	Hourly Rate/Salary	
	Job Title	Starting Final	
	Reason for Leaving		
4	Employer Name	Dates Employed From To	Work Performed
	Address		
	Telephone Number	Hourly Rate/Salary	
	Job Title	Starting Final	
	Reason for Leaving		
If you need additional space, please continue on a separate sheet of paper.			
List professional, trade, business or civic activities and offices held. <i>You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.</i>			

Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School			4 5 6 7 8	
High School			9 10 11 12	
Undergraduate School			1 2 3 4	
Graduate Professional				
Trade School/Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities

Additional Information

<p>Other Qualifications</p> <p>Summarize special job-related skills and qualifications acquired from employment or other experience.</p>

References

1

Name

E-mail

Phone Number

2

Name

E-mail

Phone Number

3

Name

E-mail

Phone Number

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at this time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

NOTES _____

WE ARE AN EQUAL OPPORTUNITY

Revised 6/2018