

**BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT
200 WEST WEIS STREET
TOPTON, PA 19562**

SUPPORT STAFF APPLICATION

POSITION(S) DESIRED _____ DATE _____

NAME _____
LAST FIRST MIDDLE SOCIAL SECURITY NUMBER*

ADDRESS _____
STREET (AREA CODE) TELEPHONE

CITY STATE ZIP CODE

EMAIL ADDRESS (IF AVAILABLE) _____

Date of Availability _____ Salary Desired (not required) _____

EDUCATIONAL BACKGROUND

School Name and Address	Major	Degree
High School		
Undergraduate College		
Graduate		
Other		

WORK EXPERIENCE

List employment in chronological order, starting with the most recent position.

Employer's Name, Address, Telephone Number	Employed		Job Description	Reason for Leaving
	from	to		

REFERENCES

Name	Address	Position	Phone Number

* Federal Privacy Act [5 U.S.C. & 552a note] Statement, Authority for requesting social security account numbers: Public School Code of 1949 [24 P.S. & 12-1212, 24 P.S. & 1224] Principle Purpose: To verify certification. Other Purposes: Identification and collection of criminal/disciplinary records for public employees. Disclosure: Mandatory. Failure to provide the SSAN will result in an applicant not being considered for employment.

ADDITIONAL INFORMATION

Applying for: Permenant Work Part-time Substitute

Summarize special skills and qualifications acquired from employment or other experiences which would make you better qualified for the job for which you are applying (for example: driver’s license, typing, shorthand, professional license):

ACT 34 COMPLIANCE (Background Check of Prospective Employees)

Each Pennsylvania resident must submit prior to employment the Original 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 prior to employment the Original 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.

ACT 151 (PA Child Abuse History Clearance)

Each candidate must submit prior to employment the Original 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.

- 1. Were you ever convicted of a criminal offense? Yes No
- 2. Are you currently under charges for a criminal offense? Yes No
- 3. Within the last ten years, have you been fired form any job for any reason? Yes No
- 4. Within the last ten years, have you quit a job after being notified that you would be fired? Yes No
- 5. 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.

- 6. I understand that any false statements in this application may be sufficient cause for discharge if I am employed.
- 7. I understand that any offer of employment is conditional upon receipt of acceptable background checks, and a physical exam.
- 8. The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the Business Manager of any and all reasonable accommodations that will be required.
- 9. I hereby authorize BHASD 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 prospective employer.

Signature of Applicant

(ATTACH ADDITIONAL DOCUMENTS IF NECESSARY)

Brandywine Heights Area School District is an equal opportunity institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, progress or employment practices as required by Title VI, Tite IX and Section 504. For information regarding civil rights or grievance procedures, information regarding services, activities and facilities that are accessible to and useable by handicapped persons, contact the superintendent, Brandywine Heights Area School District, 200 W. Weis Street, Topton, Pennsylvania, 19562 (610) 682-5100