

EMPLOYMENT APPLICATION RINGGOLD SCHOOL DISTRICT

400 Main Street
New Eagle, Pennsylvania 15067
724.258.9329

Name: _____ Date: _____

Address: _____
Street Number Street

Address: _____
City State Zip Code

Phone Number (H) (____) _____ - _____ E-Mail Address: _____

Phone Number (W) (____) _____ - _____ Cell Phone Number: (____) _____ - _____

How should we contact you (check all that apply)?

- Home Phone
- Work Phone
- E- Mail

Position(s) for which you are applying (check all that are applicable):

- Food Service Employee Custodian Maintenance Paraeducator (teacher's aide) Bus Mechanic
- Secretary (Admin. Assist.) Bus Driver
- Other- Please explain _____

Are you willing to be a substitute for the positions checked above? Yes No

Comments/Clarification etc.:

OFFICE USE ONLY

Date Received: _____ By: _____ Notes: _____

CERTIFICATIONS: Please list below any special certifications that you hold that are related to the position for which you are applying.

Name of Certification	Description (what this permits you to do)

WORK EXPERIENCE (List most recent first)

#1 EMPLOYER		
DATES EMPLOYED	FROM	TO
WORK PERFORMED		
ADDRESS		CITY
STATE	ZIP	TELEPHONE #
JOB TITLE		SUPERVISOR
REASON FOR LEAVING		

#2 EMPLOYER		
DATES EMPLOYED	FROM	TO
WORK PERFORMED		
ADDRESS		CITY
STATE	ZIP	TELEPHONE #
JOB TITLE		SUPERVISOR
REASON FOR LEAVING		

#3 EMPLOYER		
DATES EMPLOYED	FROM	TO
WORK PERFORMED		
ADDRESS		CITY
STATE	ZIP	TELEPHONE #
JOB TITLE		SUPERVISOR
REASON FOR LEAVING		

*Please use separate sheet of paper for all other previous employers

EDUCATION

School and Location	Date	Degree or Years Attended

REFERENCES

Name	Address	Position	Phone Number

EXPERIENCE AND QUALIFICATIONS (Complete for Bus Driver/Mechanic Position Only)

Driver's License Number _____ From the State of _____ Expires on _____

License Type (i.e CDL, Class A, Class 1,etc.) _____

List CDL Endorsements _____

Have you ever been denied a permit, license, privilege to operate a commercial motor vehicle or had revoked a HAZMAT Endorsement (HME) and/or a Transportation Worker ID Card (TWIC)?

Has your license, permit, or privilege been suspended or revoked? _____

If yes, please explain _____

TRAFFIC CONVICTIONS AND FORFEITURES LAST THREE YEARS

STATE	DATE	OFFENSE	COMMERCIAL VEHICLE	PERSONAL AUTO

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 of imprisonment or probation.

Plead Guilty is an admission of guilt to a Criminal Offense.

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

Have you ever plead guilty to 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

Have you been fired from any job for any reason? Yes No

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.

As required by Act 168, in addition to fulfilling the requirements under section 111 of the School Code and the Child Protective Services Law (“CPSL”), an applicant who would be employed by or in a school entity in a position having direct contact with children, must provide the information requested in SECTION 1 of the attached Act 168 form for ALL school entities they had direct contact with children or where the applicant was employed in a position having direct contact with children.

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 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 official of the Ringgold School District 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 authorize the production of medical records or other information, which would tend to actually identify a disability nor do I authorize inquires which would include information related to any medical condition or medical history. Further, 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, whether by the school district or by entities or persons providing such information to the school district, including any and all claims concerning allegations of employment discrimination because of race, color, sex, religion, national origin, ancestry, age or disability.

Signature of Candidate _____

Date: _____

Ringgold School District does 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, for compliance with Title VI, Title IX and Section 504 may be obtained from Superintendent of Schools, Ringgold School District Compliance Officer.