

## SUPPORT STAFF APPLICATION

Date \_\_\_\_\_

I am interested in:

☐ Full-time Employment

☐ Part-time Employment

☐ Substitute

Do you have a current Act 34 Form? YES \_\_\_\_\_ NO \_\_\_\_\_

4. Date Available to Start Work:\_\_\_\_\_

8. Special training or other qualifications appropriate to the type of work desired.  
(Include any experience working with children and youth other than your own.)

12. Do you have personal computer skills/knowledge? YES \_\_\_\_\_ NO \_\_\_\_\_  
Type of computer and software used: \_\_\_\_\_

**PREVIOUS EXPERIENCE**  
(At least 5 years prior to application)

<u>Employer/Firm/Telephone</u>	<u>Location</u>	<u>Duties</u>	<u>Dates</u>	<u>Reason for Leaving</u>
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| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**REFERENCES**  
(Include only one personal reference and do not include relatives)

<u>Name</u>	<u>Address</u>	<u>Telephone</u>	<u>Position</u>
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- |    |  |  |  |
|----|--|--|--|
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

14. A physical examination is required prior to beginning work.
15. Have you been convicted of a crime (misdemeanor or felony) within the past five years?  
Yes\_\_\_\_\_ No\_\_\_\_\_ If yes, please list the conviction, date(s) and an explanation.

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The Penn Manor School District is an Equal Opportunity Employer. We do not discriminate against any employee or applicant because of age, race, sex, creed, religion, color, national origin, or physical or mental disability in accordance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Act Amendment of 1972, Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act.

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 also recognize that any false statements I have made herein may subject me to discharge in the event that I am hired.

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

*This supplement to the application must be completed and accompany the application when submitted. Applications without this supplement cannot be considered.*

**SEX, RACE, AND ETHNIC GROUP  
IDENTIFICATION FORM**

The federal government requires that an employer maintain records on the race, sex, and ethnic group of its applicants. See Uniform Guidelines on Employee Selection Procedures, 29 C.F.R. 60-3.1 et. seq. (1978). In order to comply with these requirements, the Penn Manor School District requests that you supply the information sought below. The information is for record-keeping purposes only and will not in any way affect any employment decisions. This questionnaire will be kept separately from your application.

Position(s) Applied For: \_\_\_\_\_

Sex/Gender: \_\_\_\_\_

Race: \_\_\_\_\_

Ethnic Group: (If you are a member of an ethnic group, check the appropriate one)

\_\_\_\_\_ Afro-American (Including persons of African Descent)

\_\_\_\_\_ American Indian (Including Alaskan Natives)

\_\_\_\_\_ Asian (Including Pacific Islanders)

\_\_\_\_\_ European (Including persons of eastern and western descent)

\_\_\_\_\_ Hispanic (Including persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish origin or culture)

In conformity with applicable laws, the Penn Manor School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, sex, age, marital status, national origin, sexual preference, or physical or mental disability.