

Employment Application

**APPLICANT INFORMATION**

Last Name		First		M.I.		Date	
Perm. Address				Apartment/Unit #			
City			State		ZIP		
Phone			E-mail Address				
Desired Salary							
Position Applied for							
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you ever been convicted of a misdemeanor and/or felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain				
Check work availability to all that apply	FT <input type="checkbox"/>	PT <input type="checkbox"/>	SUB <input type="checkbox"/>	Custodial Only: 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/>			

**HIGHEST LEVEL OF EDUCATION RECEIVED**

School Name			City/State				
		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
List Relevant Certifications			License Number:				

**REFERENCES**

*Please list three professional references.*

Full Name			Relationship				
Email Address			Phone				
Full Name			Relationship				
Email Address			Phone				
Full Name			Relationship				
Email Address			Phone				

EMPLOYMENT HISTORY			
Employer		Phone	
Address		Supervisor	
Position Held	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Employer		Phone	
Address		Supervisor	
Position Held	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Employer		Phone	
Address		Supervisor	
Position Held	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION
<p>I certify that my answers are true and complete to the best of my knowledge and that completion of this application does not guarantee employment. If this application leads to employment, I understand that false, omission, or misleading information in my application or interview may result in my release.</p> <p>I authorize Penn Manor School District to contact any and all former and current employers, co-workers, schools, references, and any others deemed necessary to acquire information on my work performance and suitability for employment with Penn Manor School District, and release them for all liability for damage in providing this information. I also release Penn Manor School District from any and all liability which may result from obtaining and making an employment decision based on such information.</p> <p><i>I understand, that should I be recommended for employment that I will fully adhere to the policies and regulations of employment required by Penn Manor School District to include, but not limited to the following: Pennsylvania Criminal Record Check, Pennsylvania Child Abuse History Clearance, and Cogent FBI Clearance through the Department of Education at the cost of the perspective employee. Recommendation for employment is conditional based upon the successful completion of all applicable background checks and a post offer pre-employment physical. I also understand that my employment recommendation is contingent upon School Board approval.</i></p> <p><i>Penn Manor School District is a Drug Free Workplace. Should I be recommended for employment I understand that I am required to successfully pass a pre-employment drug screening test.</i></p> <p><b>By Signing below I am acknowledging that I understand the above authorization statement.</b></p>
<p>Signature _____ Date _____</p>