

GREENCASTLE-ANTRIM SCHOOL DISTRICT

500 E. Leitersburg Street
Greencastle, PA 17225



Our mission is to create and provide opportunities for students to become lifelong learners and productive citizens.

SUPPORT STAFF APPLICATION

PERSONAL

Last Name	First	M.I.	Today's Date
Street Address			Primary Telephone () -
City, State, Zip			Alternate Telephone () -
E-Mail Address			Work Telephone () -
Position Desired			Pay Expected
Are you able to work full-time, part-time, or on a substitution basis? (list all that apply)			Date you are available to begin
Have you ever applied for employment with G-ASD? (If, yes, please provide month and year)			
Other special training or skills (equipment operation, languages, etc.)			

EDUCATION

	Name and Location of School	Course of Study	Did You Graduate?	Degree or Diploma Achieved
High School				
College				
Other				

EMPLOYMENT: Please begin with your present or most recent employer.

Company Name	Telephone Number () -
Address	Dates of Employment Start: End:
Name of Supervisor	Hourly Rates of Pay Start: End:
Position Held and Describe Your Work	Reason for Leaving

Company Name	Telephone Number () -
Address	Dates of Employment Start: End:
Name of Supervisor	Hourly Rates of Pay Start: End:
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We may contact any of the employers listed above unless you indicate those you do not want us to contact.

DO NOT CONTACT: Company Name _____ Reason _____

ADDITIONAL INFORMATION: Please supply any additional information you consider relevant. List any additional skills or certifications that may be applicable to the position you desire.

REFERENCES: Give the name and business address of four persons able to supply information about your qualifications for the position for which you are applying.

NAME	ADDRESS	TELEPHONE NUMBER	OFFICIAL POSITION
		() -	
		() -	
		() -	
		() -	

GENERAL BACKGROUND INFORMATION

You must answer the following questions, using **YES or NO** as your response. **If you answer “YES” to any question, 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 date of birth. Attach it to this application.**

Within the last ten years, have you been fired from any job for any reason? _____

Within the last ten years, have you quit a job after being notified that you would be fired? _____

Are you subject to any Visa or immigration status that would prevent lawful employment? _____

You must answer the following questions, using **YES or NO** as your response. **If you answer “YES” to any question, please provide a detailed explanation on a separate sheet of paper, including all offenses, and for each conviction, provide date of conviction and disposition regardless of the date or location of occurrence. Please print and sign your name on the sheet, and include your date of birth. Attach it to this application.** Your answers will be verified with appropriate police records. Use the following descriptions to assist you in answering the questions:

- **Criminal Offense:** includes felonies, misdemeanors, summary offenses, and convictions resulting from a plea of “nolo contendere” (no contest)
- **Conviction:** this is an adjudication of guilt and includes determinations before a court, a district justice, or a magistrate which results in a fine, sentence, or probation
- **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? _____

Are you currently under charges for a criminal offense? _____

CRIMINAL BACKGROUND HISTORY

As of April 1, 2007, Act 114 of 2006 has required that ALL prospective employees of public and private schools, including their independent contractors and their employees, undergo background checks. Applicants are required to submit their background check reports to their prospective public and private school employers. The Greencastle-Antrim School District requires that all completed background checks shall be no more than one year old at the time of employment. There are three required background checks for ALL applicants:

- Pennsylvania State Police Request for Criminal Records Check (Act 34)
- Department of Public Welfare Child Abuse History Clearance (Act 151)
- Federal Criminal History Record Information (Act 114)

ALL public and private schools are required to review the background check reports of all prospective employees and independent contractors and their employees. The school administrator must make a determination regarding the fitness of the individual to work in a position where he or she will have contact with children PRIOR to the applicant working in a school. For additional information, please visit the Pennsylvania Department of Education’s website: www.education.pa.gov

APPLICATION CERTIFICATION

I hereby 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, or (3) termination.

I hereby authorize investigation of such information as may be necessary to arrive at an employment decision. I also authorize any and all of my previous employers and/or supervisors to release any and all of my personal records (if requested) and to respond fully and completely to all questions that representatives of the Greencastle-Antrim School District may ask regarding my prior work history and performance.

Signature of Candidate (MUST be original)

Date

This application remains on file for two years after it is received.

The Greencastle-Antrim School District shall not discriminate in its educational programs, activities, or employment practices based on race, color, national origin, gender, 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, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the Greencastle-Antrim School District, 500 E. Leitersburg Street, Greencastle, Pennsylvania, 17225, Telephone (717) 597-3226.

The Greencastle-Antrim School District is an Equal Opportunity Employer.

02-21-2018

FOR HR USE ONLY Date Application Rec’d _____ Date Application Supplement Rec’d _____

PA State Police Request for Criminal Records Check (Act 34) Rec’d? YES _____ NO _____

Department of Public Welfare Child Abuse History Clearance (Act 151) Rec’d? YES _____ NO _____

Federal Criminal History Record Information (Act 114) Rec’d? YES _____ NO _____

Affirmative Action Form Rec’d? YES _____ NO _____