

**PALMYRA AREA SCHOOL DISTRICT
1125 PARK DRIVE
PALMYRA PA 17078-3499
(717)838-3144**

**APPLICATION FOR EMPLOYMENT
NON-CERTIFICATED PERSONNEL**

Palmyra Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504.

For information regarding civil rights or grievance procedures, contact the administration office at 1125 Park Drive, Palmyra PA 17078-3499. For information regarding services, activities and facilities that are accessible to and useable by handicapped persons, contact the Superintendent of Schools (717)838-3144.

Date of Application _____

POSITION DESIRED _____

PERSONAL DATA

Name _____
(Last) (First) (Middle) (Social Security No.)

Present Address

(Street) (Phone Number)

(City) (State) (Zip Code) (Business Phone)

Permanent Address (If Different From Above)

EDUCATION:

School and Location	Degree Course/Major	Time Spent	Diploma	Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

EMPLOYMENT RECORD: Starting with PRESENT OR MOST RECENT, list all previous employment. Include self-employment, summer and part-time jobs. Attach a separate sheet if necessary.

Company Name & Business Address	Dates	Position	Supervisor
Name _____ Address _____	From _____ To _____	Position _____	Supervisor _____
Name _____ Address _____	From _____ To _____	Position _____	Supervisor _____
Name _____ Address _____	From _____ To _____	Position _____	Supervisor _____

Have you worked for Palmyra Area School District before? Yes No If yes, when? _____

Have you applied before ? Yes No If yes, when? _____

Do you want to work: Full time Part-time. Specify days and hours if part-time _____

REFERENCES:

List at least three references including persons under whom you have worked who have first hand knowledge of your experience.

Name	Position/Organization	Address/Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____

GENERAL INFORMATION:

1. Are you under contract now ? _____ Present Position: _____
_____ Salary _____
2. Reason for interest in changing position: _____

3. May we contact your present employer at this time? _____

4. Indicate when you could come for a personal interview if one is requested

5. When will you be available for placement ? _____
6. Candidate should use a separate sheet to describe the special abilities and experiences to support the position desired.

STATEMENT OF APPLICANT

The facts set forth in my applications for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to investigate my personal qualifications and employment history by contacting my former employers and references.

Signature _____ Date _____

NOTICE TO CANDIDATE

Effective January 1, 1986, Pennsylvania law (Act 34 of 1985) requires candidates for employment in public and private school agencies to provide the employing agency with a Pennsylvania State Police Criminal History Record Information statement. The law further states that the obligation to secure the required statement/criminal history record is the responsibility of the job applicant. Out of state residents must provide additional information from the Federal Bureau of Investigation.

For your convenience, the necessary forms can be obtained from the District Office when you are notified you are under active consideration. At that time, all directions provided on the Pennsylvania Department of Education Information Sheet shall be followed and the ORIGINAL completed copy of the State Police statement/criminal history record provided to the District Office. (This will be returned to you)

FAILURE TO SUBMIT THESE ITEMS WILL RENDER YOU APPLICATION FOR EMPLOYMENT INCOMPLETE AND YOU WILL NOT MERIT CONSIDERATION FOR EMPLOYMENT

AUTHORIZATION

I acknowledge that I have read the information above and authorize the Palmyra Area School District to review the State Police and/or FBI statement/criminal history record in determining my suitability for employment.

SIGNATURE _____ Date _____

All applications will be kept in the active file for one year.

All applications must be returned to:

PALMYRA AREA SCHOOL DISTRICT
DISTRICT OFFICE
1125 PARK DR
PALMYRA PA 17078-3499