



# SOUTH EASTERN SCHOOL DISTRICT

377 Main Street  
Fawn Grove, PA 17321

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religion, sex, age, national origin, genetic information, citizenship, ancestry, physical or mental disability, Veteran status, gender identity, sexual orientation, or any other protected status under applicable federal, state or local law.

## APPLICATION for EMPLOYMENT

### PERSONAL

Last Name	First	M.I.	Date
Street Address			Home Telephone (    ) -
City, State, Zip			Cell Telephone (    ) -
Position Desired			Business Telephone (    ) -
Are you able to work full-time, part-time, or on a substitution basis? (list all that apply)			email:
Have you ever applied for employment with SED? (If, yes, please provide month and year)			Pay Expected
Other special training or skills			Will you work overtime if needed?
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No			Date you are available to begin
Are you legally eligible for employment in the United States? (If offered employment, you will be required to provide documentation to verify eligibility.) <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you able to perform the essential function(s) of the job for which you are applying with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No			

### EDUCATION

	Name and Location of School	Course of Study	Did You Graduate?	Degree or Diploma Achieved
High School or GED				
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 Rate of Pay Start:                      End:
Position Held and Describe Your Work	Reason for Leaving
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Company Name	Telephone Number (    ) -
Address	Dates of Employment Start:                      End:
Name of Supervisor	Hourly Rate of Pay Start:                      End:
Position Held and Describe Your Work	Reason for Leaving
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Company Name	Telephone Number (    ) -
Address	Dates of Employment Start:                      End:
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Position Held and Describe Your Work	Reason for Leaving
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Company Name	Telephone Number (    ) -
Address	Dates of Employment Start:                      End:
Name of Supervisor	Hourly Rate of Pay Start:                      End:
Position Held and Describe Your Work	Reason for Leaving
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**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.

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**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
		( ) -	
		( ) -	
		( ) -	
		( ) -	

### **CRIMINAL BACKGROUND HISTORY**

Act 114 of 2006 specifies that all applicants for employment in public and private schools, including employees of independent contractors but excluding employees who do not have direct contact with students, undergo background checks. In addition, Act 114 extends the background check requirements to include student teacher candidates. The following three background checks are required:

- Pennsylvania State Police Request for Criminal Records Check (Act 34)
- Child Abuse History Clearance (Act 151)
- Federal Criminal History Record Information (FBI fingerprinting)

No person subject to Act 114 of 2006 shall be employed in a public or private school, intermediate unit, or area vocational-technical school where the report of criminal history record information indicates the applicant has been convicted, within five (5) years immediately preceding the date of the report, of any of the offenses listed on the Pennsylvania Department of Education's website: [www.pde.state.pa.us](http://www.pde.state.pa.us).

### **APPLICANT STATEMENT:**

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct. I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using

truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law. I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

The South Eastern School District does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her race, creed, color, religion, sex, age, national origin, genetic information, citizenship, ancestry, physical or mental disability, Veteran status, gender identity, sexual orientation, or any other protected status under applicable federal, state, or local law.

The South Eastern School District likewise does not tolerate harassment on the basis of his or her race, creed, color, religion, sex, age, national origin, genetic information, citizenship, ancestry, physical or mental disability, Veteran status, gender identity, sexual orientation, or any other protected status under applicable federal, state, or local law. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The South Eastern School District takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement

Signature \_\_\_\_\_

Date \_\_\_\_\_

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