

PLEASE PRINT ALL INFORMATION  
 REQUESTED EXCEPT SIGNATURE

## APPLICATION FOR SUPPORT EMPLOYMENT

### APPLICANTS AND EMPLOYEES MAY BE TESTED FOR CONTROLLED SUBSTANCE USE

**Please Complete ALL Pages** Date: \_\_\_\_\_

**Name:** \_\_\_\_\_  

Last
First
Middle
Maiden/Alias

**Present Address:** \_\_\_\_\_  

Number
Street
City
State
Zip Code

**Telephone:** \_\_\_\_\_ (home) \_\_\_\_\_ (cell)

**Position(s) desired:** (1) \_\_\_\_\_ (2) \_\_\_\_\_

**Salary desired:** \_\_\_\_\_

**Employment desired:** \_\_\_\_\_ Full-Time Only \_\_\_\_\_ Part-Time Only \_\_\_\_\_ Full or Part-Time \_\_\_\_\_ Substitute

**Date of Availability:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

EDUCATION	NAME	LOCATION	YEARS COMPLETED	MAJOR & DEGREE
<b>HIGH SCHOOL:</b>	_____	_____	_____	_____
<b>COLLEGE:</b>	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>TRADE or</b>	_____	_____	_____	_____
<b>BUSINESS</b>	_____	_____	_____	_____
<b>SCHOOLS:</b>	_____	_____	_____	_____
<b>OTHER:</b>	_____	_____	_____	_____
_____	_____	_____	_____	_____

Pennsylvania School Law requires that all candidates for employment provide current (within one year) Act 34, Act 151 and FBI Fingerprint records. Failure to make full disclosure is grounds for immediate termination.

**HAVE YOU EVER BEEN CONVICTED OF A FELONY?** \_\_\_\_\_ NO \_\_\_\_\_ YES

If yes, please provide details and dates:  
 \_\_\_\_\_  
 \_\_\_\_\_

**ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE U.S.?** \_\_\_\_\_ YES \_\_\_\_\_ NO

ANTIETAM SCHOOL DISTRICT  
SUPPORT EMPLOYMENT APPLICATION

**FOR VAN DRIVER APPLICANTS ONLY**

Do you have a driver's license?  Yes  No

Driver's license number: \_\_\_\_\_ State of issue: \_\_\_\_\_ Operator  CDL

Expiration Date: \_\_\_\_\_

Have you had any accidents during the past three (3) years?  YES  NO If yes, how many? \_\_\_\_\_

If yes, please provide details and dates:

Have you had any moving violations during the past three (3) years?  YES  NO If yes, how many? \_\_\_\_\_

If yes, please provide details and dates:

**MILITARY**

HAVE YOU EVER BEEN IN THE ARMED FORCES?  Yes  No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD?  Yes  No

Education/training: \_\_\_\_\_ Date entered: \_\_\_\_\_ Discharge: \_\_\_\_\_

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position you are applying for:

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Please list two (2) references other than relatives or previous employers:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Position: \_\_\_\_\_

Company: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_

**ANTIETAM SCHOOL DISTRICT**  
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**WORK EXPERIENCE:** Please list your work experience for the past five (5) years beginning with your most recent job. If you were self-employed, provide the firm name. Attach additional sheets if necessary.

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ Dates (from): \_\_\_\_\_ (to): \_\_\_\_\_

\_\_\_\_\_ Salary (start): \_\_\_\_\_ (final): \_\_\_\_\_

Telephone: \_\_\_\_\_ Final job title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

List the jobs you held, duties performed, skills learned or used, advancements/promotions while you worked for this company:

\_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ Dates (from): \_\_\_\_\_ (to): \_\_\_\_\_

\_\_\_\_\_ Salary (start): \_\_\_\_\_ (final): \_\_\_\_\_

Telephone: \_\_\_\_\_ Final job title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

List the jobs you held, duties performed, skills learned or used, advancements/promotions while you worked for this company:

\_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ Dates (from): \_\_\_\_\_ (to): \_\_\_\_\_

\_\_\_\_\_ Salary (start): \_\_\_\_\_ (final): \_\_\_\_\_

Telephone: \_\_\_\_\_ Final job title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

List the jobs you held, duties performed, skills learned or used, advancements/promotions while you worked for this company:

\_\_\_\_\_  
\_\_\_\_\_

**ANTIETAM SCHOOL DISTRICT  
SUPPORT EMPLOYMENT APPLICATION**

May we contact your current employer?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

Briefly tell us what attributes you have that make you suited for employment with the Antietam School District:

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I 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) rejection of my candidacy, (2) withdrawal of any offer of employment, or (3) termination of my employment.

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Dated

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Signature of Candidate (original, in ink only)

The Antietam School District is an equal opportunity education institution and employer and will not discriminate on the basis of race, color, national origin, sex, disability, age, religion, Veteran status, or any other legally protected classification in accordance with State and Federal laws, including Title VI, Title IX, or the American with Disabilities Act, section 504. Complaints or questions should be directed to: Dr. L. W. Mayes, Superintendent of Schools, Antietam School District, 100 Antietam Road, Reading, PA 19606

**OFFICE USE ONLY**

<b>Typing skills:</b>	Yes _____	No _____	<b>Credential Check list:</b>	
Words per minute:	_____		Completed application	_____
<b>Computer skills:</b>	Yes _____	No _____	Valid Act 34	_____
Word Processing:	Yes _____	No _____	Valid Act 151	_____
Excel Spreadsheet:	Yes _____	No _____	Valid Fingerprint file	_____
Power Point:	Yes _____	No _____	Valid Drivers' License	_____
Page Maker:	Yes _____	No _____	I – 9 Form	_____
			Physical Exam	_____