



MONTOUR SCHOOL DISTRICT

ROBINSON TOWNSHIP • KENNEDY TOWNSHIP • INGRAM BOROUGH • THORNBURG BOROUGH • PENNSBURY BOROUGH

225 Clever Road, McKees Rocks, PA 15136
Human Resources Department

www.montourschools.com
Phone: (412) 490-6500 Ext. 6220

Thank you for your interest in the Montour School District.

To apply for a general position (Secretary, Paraprofessional, Custodian, Bus Driver, Bus Chaperone or Coach) in the Montour School District, all interested parties may obtain an application at the District Administrative Offices or download an application from our website at www.montourschools.com.

For an application to be considered for non-professional employment, the applicant must submit the following items to:

Human Resources Office
Administration Office
225 Clever Road
McKees Rocks, PA 15136

- 1. Support Application**
- 2. Three State mandated clearances not dated more than one (1) year prior.**
 - a. Federal Criminal History Record (Act 114)
https://www.pa.cogentid.com/index_pdeNew.htm
 - b. Child Abuse History Clearances (Act 151)
<http://www.compass.state.pa.us/CWIS/Public/Home>
 - c. Pennsylvania Criminal Record Check (Act 34)
<http://epatch.state.pa.us>
- 3. Commonwealth of Pennsylvania Sexual Misconduct/Abuse Disclosure Release (ACT 168 of 2014) Complete Section 1 and sign on the release line.**
- 4. Physical and TB test form**

Links to all forms and clearances are located on the District Website under the Human Resources tab.

Non-Discrimination Policy

The Montour School District will not discriminate in its education programs, activities, or employment practices, based on race, color, national origin, gender, religion, ancestry, disability, union membership or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Educational Amendments of 1972 and Sections 5043 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Are you currently employed by any other governmental unit, such as a school district, borough, etc.?

Yes No If yes, explain _____

Are you currently holding any public office? Yes No

If yes, explain _____

Have you ever been convicted of a felony or serious misdemeanor? Yes No

If yes, explain _____

DID YOU SERVE IN THE ARMED FORCES OF THE UNITED STATES: Yes No
 If yes, and you wish to apply for Veteran's Preference, you must submit with you application a coy of your DD214 or other official documentation which shows branch of service, dates of service, separation date, and type of discharge.

REFERENCES

Name other than Relative or Employee	Address	Phone Number	Occupation

EMPLOYMENT – Start with Present or Most Recent Employer

1.

Time Employed (Mo./Yr.) _____ Employers Complete Name & Address _____

Type of Business _____

Position/Title/Duties (Describe in Detail) _____

Supervisors Name/Title _____ Phone Number _____

Reason for Leaving _____ Salary: Starting & Final _____

2.

Time Employed (Mo./Yr.) _____ Employers Complete Name & Address _____

Type of Business _____

Position/Title/Duties (Describe in Detail) _____

Supervisors Name/Title _____ Phone Number _____

Reason for Leaving _____ Salary: Starting & Final _____

3.

Time Employed (Mo./Yr.) _____ Employers Complete Name & Address _____

Type of Business _____

Position/Title/Duties (Describe in Detail) _____

Supervisors Name/Title _____ Phone Number _____

Reason for Leaving _____ Salary: Starting & Final _____

Include Additional Sheets if Necessary

CERTIFICATION

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements of this application shall be considered sufficient cause for dismissal. You are hereby authorized to make investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.

SIGNATURE _____ DATE _____

NOTE: The provisions of the Fair Credit Reporting Act may be applicable if a credit report on the applicant is obtained and considered.

HOW DID YOU HEAR ABOUT THIS POSITION?

School Website Newspaper: _____

Other: _____