

ALTOONA AREA SCHOOL DISTRICT
NON-INSTRUCTIONAL APPLICATION

Please complete online or use blue or black ink.

Date: _____

NAME _____
LAST
FIRST
MIDDLE

ADDRESS _____
STREET

CITY
STATE
ZIP CODE

E-MAIL _____ SOCIAL SECURITY NUMBER _____

PRIMARY PHONE () _____ Home Cell Other _____

SECONDARY PHONE () _____ Home Cell Other _____

POSITION DESIRED: Available for: full-time _____ part-time _____ substitute work _____

Custodian _____ Laborer _____ Clerical _____ Special Ed Aide _____

Education Support Professional _____ Teacher Aide _____

Other _____ (please specify position or trade): _____

EDUCATIONAL BACKGROUND

	<u>SCHOOL OR INSTITUTION AND LOCATION</u>	<u>MAJOR/MINOR</u>	<u>DIPLOMA, DEGREE OR CREDITS EARNED</u>
HIGH SCHOOL			
COLLEGE OR UNIVERSITY			
COLLEGE OR UNIVERSITY			

The Altoona Area School District (www.aasdcat.com/aasd/) does not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, 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, and the Americans with Disabilities Act of 1990. Applicants who have an inquiry or complaint regarding discrimination, or who need information about accommodations for persons with disabilities, should contact the Office of Human Resources, Altoona Area School District, 1415 Sixth Avenue, Altoona, PA 16602.

The Altoona Area School District has a Tobacco Free Environment Policy. There are no designated areas for tobacco use within Altoona Area School District buildings, in its vehicles, or in or around other restricted areas.

Are you a U.S. citizen, or do you have a VISA that permits you to work in the U.S.? Yes ___ No___

Do you have the present ability to perform the job(s) for which you have applied with or without reasonable accommodation? Yes___ No___

If you desire reasonable accommodation for any handicap or disability, please suggest the type of accommodation desired. _____

MILITARY EXPERIENCE

Were you in the U.S. Armed Forces? Yes _____ No _____

If yes, list military experience including special training which you feel would aid you in the position for which you are applying. _____

MISCELLANEOUS

Describe any experiences, skills, or qualifications that you feel would especially qualify you for the position(s) for which you are applying. _____

Do you have any relatives working *in the department* for which you are applying? Yes _____ No _____

If yes, relative's name(s) and relationship: _____

To be completed ONLY by applicants for CLERICAL positions:

Can you type? Yes ____, ____ wpm No ____ MUST PASS CERTIFIED TYPING TEST

Can you take shorthand? Yes ____, ____ wpm No ____

Do you have computer experience? Yes ____ No ____

Do you have data entry experience? Yes ____, ____ kpm No ____ Do you have 10-key experience? Yes ____ No ____

Briefly explain (software, etc.) _____

REFERENCES

Include at least one reference with whom you have had business dealings.

Name and Occupation	Complete Mailing Address	Phone
1.		
2.		
3.		

CHILD ABUSE HISTORY CLEARANCES AND STATE AND FEDERAL CRIMINAL BACKGROUND CHECKS

Applicants must submit the following **THREE** clearances:

- Pennsylvania Child Abuse History Clearance***
- Pennsylvania State Police Criminal Background Check***
- Federal Criminal History Record***

Please be advised, if you are considered for employment, you will be required to have current clearances on file; in accordance with Act 153 of 2014, once you are an active employee you will be required to renew all three (3) clearances every 60 months, this will be a condition of continued employment.

GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer "Yes" to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction 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? Yes ____ No ____

Are you currently under charges for a criminal offense? Yes ____ No ____

Have you ever forfeited bond or collateral in connection with a criminal offense? Yes ____ No ____

Within the last ten years, have you been fired from any job for any reason? Yes ____ No ____

Within the last ten years, have you quit a job after being notified that you would be fired? Yes ____ No ____

Have you ever been professionally disciplined in any state? Yes ____ No ____

Professionally disciplined means the annulment, revocation or suspension of your teaching certification or having received a letter of reprimand from an agency, board or commission of state government, such as the Pennsylvania Professional Standards and Practices Commission.

Are you subject to any visa or immigration status that would prevent lawful employment? Yes ____ No ____

Note: If you answered "Yes" to any of the above questions, 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 social security number.

CERTIFICATION AND RELEASE AUTHORIZATION

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) withdrawing of any offer of employment, or (2) terminating my employment.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of the Altoona Area School District may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to this school district. I further authorize these officials to investigate my background, now or in the future, to verify the information provided and release from liability all persons and/or entities supplying information regarding my background. However, I do not authorize the production of medical records or other information which would tend to actually identify a disability nor do I authorize inquiries which would include information related to any medical condition or medical history. Further, I do not waive any rights which I may have under state or federal law related to my right to challenge the disclosure of unlawful or inaccurate information, whether by the school district or by entities or persons providing such information to the school district, including any and all claims concerning allegations of employment discrimination because of race, color, sex, religion, national origin, ancestry, age or disability. I understand that should an employment offer be made, I may be required to undergo a physical, drug and alcohol screening, as well as any qualification testing deemed necessary by the district in order to establish ability to perform the job.

I agree that I will settle any and all previously unasserted claims, disputes, or controversies arising out of or relating to my application or candidacy for employment, and/or cessation of employment with the Altoona Area School District, exclusively by final and binding arbitration before a neutral arbitrator, which will be conducted according to the voluntary labor arbitration rules of the American Arbitration Association. By way of example only, such claims include claims under the federal, state, and local statutory or common law, such as Title VII of the Civil Rights Act of 1964, as amended, including amendments of the Civil Rights Act of 1991; the Americans With Disabilities Act; the Age Discrimination in Employment Act; the Family and Medical Leave Act of 1993; the Fair Labor Standards Act; the Pennsylvania Labor Relations Act; Title IX of the Education Amendments of 1972; the Equal Pay Act; Sections 1981 and 1983 of the Civil Rights Act; the law of contracting and the law of tort.

Signature of Candidate (original and in ink)

Date

Unless notified otherwise, this application shall be kept on file for one year.

Please return completed application to: Altoona Area School District
Office of Human Resources, Room 101
1415 Sixth Avenue
Altoona, PA 16602