

**WINDBER AREA SCHOOL DISTRICT
APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer**

- ❖ Please Print or Type
- ❖ Provide detail-do not use "see resume"
- ❖ Providing your SS# is voluntary. It is used for employment identification purposes. Omission will not prohibit employment consideration.
- ❖ If accommodation or assistance is needed in completing this application, contact the employing agency.

Position(s) applying for:

Available for: ___ Full Time ___ Part Time ___ Daytime ___ Evening ___ Temporary or Seasonal
 What date would you be available: _____

General Information

Name (Last, First, Middle)		Social Security No.		Work Telephone No.
Address	City	State	Zip Code	Home Telephone No.

Can you provide proof, if hired, that you are eligible to work in the United States? ___ Yes ___ No

Have you ever been convicted of a crime other than a minor traffic violation? ___ Yes ___ No

If yes, please explain _____
(Convictions are not an absolute bar to employment, but will be considered in relationship to the job requirements)

How did you learn about this opening?

Education and/or Training

Did you graduate from high school or receive a GED Certificate? ___ Yes ___ No

If yes, what is the name of the high school you attended? _____

If no, how many years of high school did you complete? _____

SCHOOL NAME AND LOCATION (college, business, nursing, vocational, or other)	No. of Credits		Field		Did you graduate?	Diploma or degree earned
	Qtr.	Sem.	Major	Minor		
					___ Yes ___ No	
					___ Yes ___ No	

Other education/courses/training/skills:

Computer skills (hardware & software):

Current professional license/certificate/registration:

Related volunteer experience:

Please write a short paragraph (2-3 sentences) as to why you feel that you would be suited for this position.

Employment History

- ❖ Start with your current or last job – include armed forces service and self-employment
- ❖ Any change of job title under the same employer should be considered a separate position
- ❖ ATTACH EXTRA SHEETS using the same format if you have additional employment history

May we contact any current or past employer for a reference? ___ Yes ___ No ___ Not Applicable			
Employer		Telephone No.	Supervisor's Name
Type of Business		Address	
Your Job Title		Dates Employed (indicate months & years):	Average Hours Work Per Week
		From:	To:
Duties Include:			
Monthly Salary/Hourly Wage \$ _____		Reason(s) for Leaving:	

Employer		Telephone No.	Supervisor's Name
Type of Business		Address	
Your Job Title		Dates Employed (indicate months & years):	Average Hours Work Per Week
		From:	To:
Duties Include:			
Monthly Salary/Hourly Wage \$ _____		Reason(s) for Leaving:	

Employer		Telephone No.	Supervisor's Name
Type of Business		Address	
Your Job Title		Dates Employed (indicate months & years):	Average Hours Work Per Week
		From:	To:
Duties Include:			
Monthly Salary/Hourly Wage \$ _____		Reason(s) for Leaving:	

**** List at least three (3) references who know you personally, who are familiar with your work qualifications, but not related to you:**

Name	How Known	Address	Telephone No.

I certify that all information contained in this application and any attachments is true and complete to the best of my knowledge. I understand that any willful misrepresentation, false statement, or omission by me in the application or interview process will be cause for rejection of my application or termination of my employment. I authorize investigation of all statements made on this application and any attachments, and I release all persons, companies, and organizations from liability for providing or receiving such information. I further understand that this employment application and other employment related documents are not contracts of employment, and that any oral or written statements to the contrary are hereby disavowed.

Applicant's Signature

Date

The state of Pennsylvania does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services and complies with the provisions of the Pennsylvania Human Rights Act.