



**CARLISLE AREA SCHOOL DISTRICT
APPLICATION FOR ADMINISTRATIVE EMPLOYMENT**

Please include the following with your completed application:

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| <ul style="list-style-type: none"> Letter of interest Current resume PA certification (where applicable) Final college transcripts and degree(s) conferred Three letters of recommendation (optional) Act 48 Continuing Education Hours/Credits (where applicable) Act 34 Criminal History Clearance Act 151 Child Abuse Clearance Act 114 Federal Criminal History Record – Fingerprints |
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Name: _____	Date: _____
(Last)	(First)
E-Mail: _____	

Home Address: _____	Home Phone: _____
	Cell: _____
	Other: _____

<u>POSITION DESIRED:</u> _____

<u>CERTIFICATION:</u>		
List all areas in which you hold valid Pennsylvania and/or out-of-state certifications.		
Area of Certification	Issuing State	Date Issued

EDUCATION:

Name of School	Location	Graduated?/Degree Received
		Yes _____ No _____ Degree: _____
		Yes _____ No _____ Degree: _____
		Yes _____ No _____ Degree: _____

WORK EXPERIENCE: (list current employer first):

Dates: (From) (To) Employer: Address: Telephone #: Job Title: Supervisor: May we contact for a reference? Yes _____ No _____	Duties: Reason for leaving: Salary: \$ _____
Dates: (From) (To) Employer: Address: Telephone #: Job Title: Supervisor: May we contact for a reference? Yes _____ No _____	Duties: Reason for leaving: Salary: \$ _____
Dates: (From) (To) Employer: Address: Telephone #: Job Title: Supervisor: May we contact for a reference? Yes _____ No _____	Duties: Reason for leaving: Salary: \$ _____

REFERENCES: List four references including the name of employers and other persons who have first-hand knowledge of your job skills. Do NOT include the names of relatives.

Name: _____ Address: _____ Telephone #: _____	What is your relationship to this reference? (ex: supervisor, co-worker, etc.) _____ _____
Name: _____ Address: _____ Telephone #: _____	What is your relationship to this reference? (ex: supervisor, co-worker, etc.) _____ _____
Name: _____ Address: _____ Telephone #: _____	What is your relationship to this reference? (ex: supervisor, co-worker, etc.) _____ _____
Name: _____ Address: _____ Telephone #: _____	What is your relationship to this reference? (ex: supervisor, co-worker, etc.) _____ _____

List your special achievements or additional information that would be important in determining a fair evaluation of your qualifications:

Policy on Equal Rights Opportunity

The Carlisle Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, age, creed, religion, gender, gender-identity, sexual orientation, ancestry, national origin, marital status, pregnancy, disability or any other status protected by law in its activities, programs, or employment practices as required by Title VI, TitleIX and Section 504. No person shall on the grounds of race, color, age, creed,

religion, gender, gender-identity, sexual orientation, ancestry, national origin, marital status, pregnancy, disability or any other status protected by law be excluded from participation in or be subjected to discrimination in any program or activity funded in whole or in part by federal funds. Discrimination on the basis of sex or religion is also prohibited in some federal programs. For information regarding civil rights or grievances procedures, services, activities and facilities that are assessable to and usable by handicapped persons, contact: Dr. Colleen M. Friend, Title IX Coordinator Section 504 Coordinator, 540 West North Street Carlisle, PA 17013, 717-240-6800

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 offense 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 a 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

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 in the space provided including dates.

AFFIRMATION: TO BE FILLED OUT BY ALL APPLICANTS

I hereby affirm that the matter and facts set forth on this application 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: rejecting my candidacy, withdrawing of any offer of employment or terminating my employment.

I hereby authorize the Carlisle Area School District or designee to investigate my background and contact my previous employers and/or supervisors regarding my prior work history and performance.

Date: _____ Signature of Applicant: _____

OPTIONAL: How were you referred to the Carlisle Area School District?

Employee: (Name) _____ Advertisement: (List) _____

Agency: (List) _____ Other: _____