



**COATESVILLE 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:

POSITION DESIRED:

CERTIFICATION:		
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):

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

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.) _____ _____
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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:

The Coatesville Area School District does not discriminate in employment, educational programs, or activities based on race, sex, handicap, or national origin. This policy of non-discrimination extends to all other legally protected classifications in accordance with state and federal laws including Title IX of the Education Amendments of 1972 and Section 503 and 504 of the Rehabilitation Act of 1973.

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 Coatesville 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 Coatesville Area School District?

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

Agency: (List) _____ Other: _____