



**EXPERIENCE** (List present employer first)

Dates		Name and Address of Employer		Your Title
FROM				
TO				
		(Area Code) Telephone:		
Work Performed:			Reason for Leaving:	
Name & Title of Supervisor:			Final Yearly Salary:	
Dates		Name and Address of Employer		Your Title
FROM				
TO				
		(Area Code) Telephone:		
Work Performed:			Reason for Leaving:	
Name & Title of Supervisor:			Final Yearly Salary:	
Dates		Name and Address of Employer		Your Title
FROM				
TO				
		(Area Code) Telephone:		
Work Performed:			Reason for Leaving:	
Name & Title of Supervisor:			Final Yearly Salary:	

**OTHER QUALIFICATIONS (Volunteer, Community Activities)**

Summarize special job-related skills and qualifications acquired from employment or other experiences (including U.S. military service) and/or state any additional information you feel may be helpful in considering your application (honors, awards, activities, certificates, technology skills or professional development activities).

--

**APPLICANTS FOR SECRETARY OR PARAEDUCATOR – PLEASE COMPLETE**

OFFICE SKILLS, COMPUTERS AND SOFTWARE APPLICATIONS	LIST PROGRAMS/SKILLS (ACCOUNTING, MS WORD, POWER POINT, EXCEL, ETC.)
Keyboarding : (WPM) _____	

**REFERENCES**

References should include persons who have first-hand knowledge of your competence and your personal qualifications. If any person(s) listed should not be contacted for reference at the present time, indicate in the left-hand margin the date contact(s) may be made.

Name	Position	Address	Telephone

**List name(s) of relative(s) currently working for the District or serving on the Board of School Directors:**

Name	Relationship

## 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 18<sup>th</sup> 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?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you currently under charges for a criminal offense?                                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you ever forfeited bond or collateral in connection with a criminal offense?            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Within the last ten years, have you been fired from any job for any reason?                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Within the last ten years, have you quit a job after being notified that you would be fired? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you subject to any visa or immigration status, which would prevent lawful employment?    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Note: If you answered "Yes" to any of the above questions, please provide a detailed explanation below, or 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.

## CLEARANCES

**Please attach the following required clearances (required for employment):**

- Act 34 Compliance (Background Check of Prospective Employees)
- Act 151 (Pennsylvania Child Abuse History Clearance)
- Act 114 (Federal Bureau of Investigations Fingerprint Clearance)

## EMPLOYMENT AGREEMENT

I certify that the information contained herein is accurate and truthful to the best of my knowledge and belief. I hereby give authorization to the Big Beaver Falls Area School District to investigate any or all statements I have made with the understanding that any misrepresentations may be the cause for dismissal or refusal to employ. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection to my application. I understand that it is not possible to interview all applicants and that filing an application at the District does not indicate there are positions open or oblige the District in any way. I also understand that the Public School Code of PA requires that I provide the three above referenced clearances. I affirm that the record provided is a true copy and by virtue of my signature below authorize its review and use by school officials in compliance with the statute. I agree to abide by all rules and regulations of the school district.

---

Date

Signature