



# UNITED SCHOOL DISTRICT SUPPLEMENTAL EMPLOYMENT APPLICATION

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, or the presence of a non-job-related medical condition or handicap.

## An Equal Opportunity Employer

DATE: \_\_\_\_\_

NAME:

\_\_\_\_\_

Last

First

Middle

ADDRESS:

\_\_\_\_\_

Street or P.O. Box

\_\_\_\_\_

City

State

Zip Code

SOCIAL SECURITY NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-MAIL: \_\_\_\_\_

TELEPHONE NUMBER: HOME (\_\_\_\_) \_\_\_\_\_ BUSINESS (\_\_\_\_) \_\_\_\_\_

TEMPORARY ADDRESS: \_\_\_\_\_ UNTIL: \_\_\_\_\_

POSITION APPLYING FOR: \_\_\_\_\_

Have you filed an application with our District before? \_\_\_\_\_

If yes, give date and position applied for \_\_\_\_\_

**The application will remain on file for six months from the date of application; it must be renewed if further consideration for position is desired.**

All individuals hired must submit the original of:

**OFFICE USE ONLY**

\*A copy will be made at our office and the original returned.

- A. Compliance with the Immigration Reform & Control Act of 1986 (I-9 form) \_\_\_\_\_
- B. Proof of a current (within 90 days) Tuberculin Test \_\_\_\_\_
- C. Current Criminal History Record (PA Act 34) \_\_\_\_\_
- D. Current Child Abuse History Clearance (Act 151) \_\_\_\_\_
- E. Current FBI Fingerprinting Clearance (Act 114) \_\_\_\_\_
- F. PIAA Coaching Courses \_\_\_\_\_

\*List additional experiences on a separate sheet if necessary.

<b>COACHING EXPERINECE*</b>					
<b>Dates</b>		<b>Name of School or Organization</b> <b>(Include City/State)</b>	<b>Volunteer</b> <b>or Paid</b>	<b>Sport</b>	<b>Level/Age</b>
<b>From</b>	<b>To</b>				

<b>EMPLOYER EXPERIENCE*</b>					
<b>FROM</b>	<b>TO</b>	<b>NUMBER</b> <b>OF YEARS</b>	<b>NAME &amp; ADDRESS OF EMPLOYER</b>	<b>IMMEDIATE</b> <b>SUPERVISOR</b>	<b>TYPE OF JOB</b>

<b>REFERENCES</b>				
<b>FULL NAME OF</b> <b>REFERENCE</b>	<b>POSITION</b>	<b>ADDRESS</b>	<b>HOME</b> <b>TELEPHONE</b>	<b>BUSINESS</b> <b>TELEPHONE</b>

**FOR ALL APPLICANTS:**

List any additional information you think would be helpful concerning your knowledge, skills and experience related to the position for which you are applying.

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Briefly state what you feel you can contribute as a coach for the United School District.

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Why do you want to be employed as a coach in the United School District?

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## 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. This District will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying. 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 magisterial justice, 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

Are you subject to any visa or immigration status, which 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.**



**ACT 34 COMPLIANCE (Background Check of Prospective Employees)**

Each applicant must submit with the employment application a copy of the Pennsylvania State Police (PSP) Criminal History Record or a statement from the PSP that the PSP Central Repository has no such information relating to the applicant. When the applicant has not been a resident of Pennsylvania for at least two years immediately preceding the date of application for employment, the applicant shall submit with the application for employment a set of fingerprints or a copy of the Federal criminal history record.

**ACT 114 (FBI Federal Criminal History)**

Each candidate must submit with his/her employment application a copy of an official clearance statement obtained from an authorized FBI Fingerprinting Service Agency (ARIN IU28) that no record exists. The clearance statement must be no more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.

**ACT 151 (PA Child Abuse History Clearance)**

Each candidate must submit with his/her employment application a copy of an official clearance statement obtained from the Pennsylvania Department of Public Welfare or a statement from the Department of Public Welfare that no record exists. The clearance statement must be no more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.

**AGREEMENT**

I hereby certify that the above information to the best of my knowledge is true, accurate, and complete. Any misrepresentation or willful omissions of facts shall be sufficient cause for disqualification of this application and/or termination of employment. Furthermore, it is understood that this application and records become the property of the district which reserves the right to accept or reject it. I further agree to observe all rules, regulations, and policies of the District now in force and effect or as they may change during my employment, if I am employed by the district.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant (in ink)

**RELEASE AUTHORIZAITON**

I hereby authorize the District to conduct work history, personal reference or police record inquiries to determine my acceptability for employment. I 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 United 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 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.

\_\_\_\_\_  
Signature of Applicant (in ink)

**PLEASE RETURN THIS APPLICATION TO:**

The Superintendent's Office  
United School District  
10780 Rte 56 Hwy. East  
Armagh, PA 15920