

SCHOOL DISTRICT OF ALTOONA
SUPPORT STAFF APPLICATION
An Equal Opportunity Employer

Please type or print

Date _____

NAME _____
last First Middle

ADDRESS _____
Number & Street City State & Zip Code

HOME TELEPHONE _____ BUSINESS TELEPHONE _____

SOCIAL SECURITY NUMBER _____

POSITION DESIRED

First Choice _____ Second Choice _____

Have you filed an application with our schools before? ___ Yes ___ No
If Yes, give date: _____ and position applied for: _____

Are you presently under contract with another employer? ___ Yes ___ No

EDUCATION

School & Location (City & State)	Grade Range	Diploma Conferred
_____	_____	___ Yes ___ No
_____	_____	___ Yes ___ No
_____	_____	___ Yes ___ No
_____	_____	___ Yes ___ No

College or University (and address) where your credential file is maintained (if applicable):

Area(s) of specialization _____

WORK EXPERIENCE

List most recent experience first. Use separate sheet if necessary.

From	To	Total Years	Name & Address of Employment	Supervisor	Type of Job
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

REFERENCES

Please list three references that we may contact:

Name	Address	City, State, ZipPhone (include area code)
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Name	Address	City, State, ZipPhone (include area code)
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Name	Address	City, State, ZipPhone (include area code)
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Is there a criminal charge, felony or misdemeanor, currently pending against you which would substantially relate to the position you are applying for with the district? Yes No If yes, please give a brief description of the pending charge: _____

Have you ever been convicted of a crime, felony or misdemeanor, which would substantially relate to the position you are applying for with the district or which would affect your ability to be bonded? Yes No If yes, please give a brief explanatory statement: _____

Conviction of a crime or arrest is not an automatic bar to employment.

The 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.

Can you perform, with or without accommodation, all the duties of the position you seek?

With accommodation Without accommodation If accommodation is needed, briefly describe what is needed: _____

I hereby authorize the Altoona Board of Education to make any inquiry of or receive information from any person or organization regarding my suitability for employment; and do hereby give permission to these persons or organizations to provide such information. Such inquiries may include and not be limited by enumeration to the quality and quantity of my work, work history and record, character, qualifications, records or convictions. For and in consideration of the release of such information, I hereby forever waive, release and covenant not to sue any person or organization including the Altoona Board of Education, its agents and employees for the result of providing, obtaining, or acting upon such information. I give this waiver, release, and covenant not to sue for myself, my heirs, assigns, and successors in interest forever. I give this waiver, release and covenant not to sue understanding that the information obtained may be such as to disqualify me for employment. I understand that such information is sought with confidentiality, and I will not request copies of such information. I also certify that all statements made on this application are true and complete, accurate, and not misleading to the best of my knowledge. I understand that any false statements, incomplete statements, or misrepresentations may subject me to disqualification or dismissal. A copy of this authorization shall be effective as the original.

Acceptance, retention, or review of this application for employment by the district does not guarantee that an applicant will be offered a job.

Applicant Signature

Date