

ADMINISTRATIVE EMPLOYMENT APPLICATION

NORTH EAST SCHOOL DISTRICT

North East, PA 16428
Telephone (814) 725-8671

POSITION BEING SOUGHT: _____ **Date:** _____

The following information is important to the North East School District. Failure to fully complete this application could lead to the district not filing the application. Please do **not** ask us to refer to a resume.

Name _____ Social Security Number _____
Last First MI

Present Address _____
Street City State Zip

Home Telephone Number _____ Work Telephone Number _____

EDUCATIONAL BACKGROUND

	School or Institution and Location	Course of Study	Diplomas, Degrees, or Credits Eamed
College/University			
College/University			
Graduate Study			
Graduate Study			

Are you currently enrolled in a doctoral program? Yes _____ No _____

School _____ Program _____

CERTIFICATION (List all areas in which you hold valid Pennsylvania and/or out-of-state teaching certificates)

Area of Certification	Issuing State	Date Issued

In accordance with existing state and federal laws, the North East School District will employ qualified personnel for all positions without regard to race, creed, color, sex, age, religion, or national origin. Selection of candidates for positions will be made upon the basis of demonstrated capability, competence, and appropriate experience. All North East School District programs are operated in compliance with Title IX regulations regarding sex discrimination, Section 504 regarding disabled persons and the Americans with Disabilities Act.

ADMINISTRATIVE EXPERIENCE

Name /Address of School District	From/To	Type/Level of Position	Supervisor	Phone No.	Reason for Leaving

TEACHING EXPERIENCE

Name/Address of School District	From/To	Gr./Subject	Supervisor	Phone No.	Reason for Leaving

HONORS/AWARDS

WORK EXPERIENCE OTHER THAN TEACHING OR ADMINISTRATION

Place and Location	From/To	Position Held	Supervisor	Phone No.	Reason for Leaving

EMPLOYMENT REFERENCES

List as the first three references people who have directly supervised your work. The remaining three references should include colleagues with whom you have worked.

Name	Address	Phone Number*	Title

*It is important to include accurate phone numbers

OTHER INFORMATION

Present Salary _____ Expected Salary _____

Have you ever been convicted of a felony? Yes _____ No _____

If yes, please explain: _____

Prospective employees of the North East School District are required by state law, prior to employment, to furnish certain information pertinent to their background. A report of criminal history record information from the Pennsylvania State Police is required. Non-Pennsylvania residents must submit a report of federal criminal history from the Federal Bureau of Investigation. Prospective employees are also required by state law to furnish child abuse clearance from the Pennsylvania Department of Public Welfare. Appropriate evidence of U.S. citizenship or right to work will need to be provided to the district.

The North East School District will not process any application where the applicant fails to comply with the provisions of the law.

I hereby declare that the information in this application is true and complete to the best of my knowledge and agree that any falsified or intentionally misleading information or deliberate omissions may disqualify me from employment and may be justification for dismissal if discovered at a later date.

My signature also signifies my approval for the North East School District to check my references and to verify my reason for leaving my prior employment. I have carefully read, completed, and do understand this application.

DATE

SIGNATURE OF APPLICANT