



# ELIZABETH FORWARD *School District*

## STANDARD EMPLOYMENT SUPPORT / E.D.R. PERSONNEL APPLICATION

All applicants must submit with their employment application, proof of obtaining or a copy of:

- ACT 34      Criminal History Record  
ACT 151     Pennsylvania Child Abuse History Clearance  
ACT 114     FBI Federal Criminal History Clearance

All clearances must be current (*dated less than one year*). The Elizabeth Forward School District will notify, in writing, any applicant who has been rejected for employment where rejection is based on whole or in part, upon the Background Clearances provided. The applicant further authorizes the Elizabeth Forward School District to conduct whatever investigation is necessary. In the event the applicant is hired as a full-time, part-time, or substitute employee of the Elizabeth Forward School District, the originals of the above clearances must be presented, and the following information must also be submitted:

- **LOYALTY OATH FORM** (*full time employees*)
- **CODE OF CONDUCT** (*full time and part time employees*)
- **JOB DESCRIPTION** (*full time employees*)
- **I-9 FORM** (*full time and part time employees*)
- **PAYROLL INFORMATION** (*full time and part time employees*)
- **EMERGENCY CARD** (*part time employees*)
- **EMPLOYEE RIGHTS & DUTIES FORM** (*full time and part time employees*)
- **HEALTH INSURANCE FORM** (*full time employees*)
- **PHYSICAL EXAMINATION/TB \***

\* *Physical examination for custodian and maintenance positions ONLY (full time and part time) must be completed prior to hiring. Full time employees (this does not apply to part time) must have the physical examination completed within 30 days of employment.*

### APPLICANT AUTHORIZATION

I hereby authorize investigation of all statements contained in the application. I further authorize investigation and review with regard to my Background Clearances. I understand that any misrepresentation or omission of facts from this application will be cause for rejection and/or dismissal.

Signature \_\_\_\_\_ Date \_\_\_\_\_

The Elizabeth Forward School District is an equal opportunity employer in conformance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.



# ELIZABETH FORWARD School District

401 Rock Run Road, Elizabeth, PA 15037

412.896.2309

FAX 412.751.5206

## STANDARD EMPLOYMENT SUPPORT / E.D.R. PERSONNEL APPLICATION

POSITION(S) DESIRED: *(Please check)*

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

Custodian

Maintenance

Library Aide

Secretary

Instructional Aide

Noon Aide

Nurse Assistant

E.D.R. \_\_\_\_\_

*(position)*

ARE YOU INTERESTED IN SUBSTITUTE WORK FOR POSITION CHECKED

\_\_\_\_ Yes      \_\_\_\_ No

Check those buildings where you would be available to work:

\_\_\_\_ Central

\_\_\_\_ Greenock

\_\_\_\_ Mt. Vernon

\_\_\_\_ Wm. Penn

\_\_\_\_ Middle School

\_\_\_\_ High School

\_\_\_\_ District Office

PLEASE PRINT

Name \_\_\_\_\_

Last

First

Middle Initial

Social Security Number \_\_\_\_\_

Address \_\_\_\_\_

Street

City

State

Zip

Home Phone Number: \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

### EMPLOYMENT HISTORY

List the last (3) places of employment (present or most recent first)

Dates of Employment	Company/Employer Name	Position	Salary	Reason for Leaving

**EDUCATION**

	Name	Years Attended	Level Completed
High School			
College			
Other			

**REFERENCES**

List three (3) professional references

Name	Title/Occupation	Telephone	Address

If you are interested in a secretarial position, please list any computer(s) and programs that you have used

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List any other information regarding your abilities and/or experiences that would aid in your employment.

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I hereby certify that the information that I have provided is correct to the best of my knowledge.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date