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| **South Fayette Township School District**  **Employment Application for Substitute Nurse**  **3680 Old Oakdale Road, McDonald, PA 15057 vradams@southfayette.org** |

(PLEASE PRINT OR TYPE) Date available for employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| NAME: (Last, First, Middle Initial): |
| Social Security #: |
| Street Address: |
| Town, State, Zip: |
| County: |
| Email Address: |
| Cell Phone #: |

**Educational Background**

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|  | **School or institution name and address** | **Major / Minor** | **Diplomas, Degrees or Credits Earned / Grade Point Average (GPA)** |
| High School |  |  |  |
| College / University |  |  |  |
| College / University |  |  |  |
| Graduate |  |  |  |
| Other |  |  |  |

**Certification**

Do you have a Pennsylvania Nursing License? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Work Experience**

Please list in chronological order starting with the most recent.

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| **Employer Name, Address, and Phone #** | **Employment Dates** | **Title/Position Description** | **Reason for Leaving** |
|  | From: \_\_\_\_\_\_\_\_\_\_\_\_  To: \_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
|  | From: \_\_\_\_\_\_\_\_\_\_\_\_  To: \_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
|  | From: \_\_\_\_\_\_\_\_\_\_\_\_  To: \_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
|  | From: \_\_\_\_\_\_\_\_\_\_\_\_  To: \_\_\_\_\_\_\_\_\_\_\_\_ |  |  |

**References**

Please provide four references including at least one professional reference. A professional reference should be someone who will have first-hand knowledge of your character, personality, scholarship, and ability.

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| **Name and Position** | **Email** | **Phone** |
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| **Other Qualifications:** Summarize special job-related skills and qualifications acquired from employment or other experiences (including U.S. Military Service) and/or any additional information you feel may be helpful in considering your application, i.e. honors, awards, activities or professional development activities. |
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**General Background**

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 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 magistrate 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.

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| **QUESTIONS** | **YES** | **NO** |
| Were you ever convicted of a criminal offense? |  |  |
| Are you currently under charges for a criminal offense? |  |  |
| Have you ever forfeited bond or collateral in connection with a criminal offense? |  |  |
| Within the last ten years, have you been fired from any job for any reason? |  |  |
| Within the last ten years, have you quit a job after being notified that you would be fired? |  |  |
| Have you ever been professionally disciplined in any state? |  |  |
| Are you subject to any visa or immigration status which would prevent lawful employment? |  |  |

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.

Have you ever contributed to or participate in the Pennsylvania Public School Employee Retirement System (PSERS)? YES \_\_\_\_\_ NO \_\_\_\_\_

Have you or are you collecting income from PSERS? YES \_\_\_\_\_ NO \_\_\_\_\_

Please submit the following along with this application:

**Clearance (PA State Police Criminal Background Check)**

Applicants must submit with their employment application a copy of a Criminal History Record from the Pennsylvania State Police. Prospective employees must submit ORIGINAL report, which may not be more then (1) year old.

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

Applicants must submit with their employment application a copy of an official clearance from the Pennsylvania Department of Public Welfare. Prospective employees must submit ORIGINAL report, which may not be more than one (1) year old.

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Once approved, you will be required to complete other requirements or necessary steps for employment.

**Certification and Authorization**

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that my misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) terminating my employment.

I hereby authorize all previous employers and/or supervisors to release any and all of my personal records; and to respond fully and completely to all questions that officials 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 the South Fayette Township School District. I further authorize these officials to investigate my background. However, I do not waive any rights, which I may have under state and federal law related to my right to challenge the disclosure of unlawful or inaccurate information.

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

Pennsylvania School Districts and Intermediate Units do not discriminate in their educational programs, activities or employment based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title IV of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.