

## **DISTRICT APPLICATION REQUIREMENTS:**

In order to process an application for a district position, the Riverside School District requires the following information:

Cover Letter

District Application

Resume

References

Current Act 34 - Pennsylvania State Police Criminal History Clearance

Current Act 114 - FBI Federal Criminal History Clearance

Current Act 151 - Department of Public Welfare Child Abuse History Clearance

Physical Exam with TB test and results

Current Act 168 and Act 24 forms

Please send all information to:

Mr. Paul M. Brennan, Superintendent

Riverside School District

601 S. Main Street

Taylor, PA 18517

Upon receipt of this information, your application will be kept on file for one year from the date of receipt.

# APPLICATION FOR EMPLOYMENT

Date \_\_\_\_\_

Name \_\_\_\_\_

Soc. Sec. No. \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

What kind of work are you applying for? \_\_\_\_\_

What special qualifications do you have? \_\_\_\_\_

What office machines can you operate? \_\_\_\_\_

Are you 18 years or older? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes \_\_\_\_\_ No \_\_\_\_\_

Convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain:

\_\_\_\_\_

## Military Service Record

|  |                      |            |
|--|----------------------|------------|
| Branch of Service _____                                | Discharge Date _____ | Rank _____ |
| Present membership in National Guard or Reserves _____ |                      |            |
| Date obligation ends _____                             |                      |            |

## Education

| School  | No. of years attended | Name of School | City | Course | Did you graduate? |
|---------|-----------------------|----------------|------|--------|-------------------|
| High    |                       |                |      |        |                   |
| College |                       |                |      |        |                   |
| Other   |                       |                |      |        |                   |

## Experience

| Name & Address of Company | Date to | Date from | List of duties | Starting salary | Final salary | Reasons for leaving |
|---------------------------|---------|-----------|----------------|-----------------|--------------|---------------------|
|                           |         |           |                |                 |              |                     |
|                           |         |           |                |                 |              |                     |
|                           |         |           |                |                 |              |                     |

## Business References

| Name | Address | Occupation |
|------|---------|------------|
|      |         |            |
|      |         |            |

I certify that the information given on this application and in any other supporting documentation and resume is true and correct. I understand that any false information and/or willful or negligent failure to disclose any requested information will constitute sufficient grounds to terminate my employment without notice.

I authorize my previous employers, schools, and persons named as references to give any information regarding my employment together with information they may have regarding me, whether or not it is in their records. I agree that the Riverside School District and its employees and my previous employers and their employees shall not be held liable in any respect if an employment offer is not tendered, is withdrawn, or my employment is terminated because of false statements, answers, or omissions made by me in this application.

I hereby release said employers, schools, or persons from all liability for any damage whatsoever for issuing this information.

I agree to submit to fingerprinting and a criminal background check and understand that provided the Riverside School District wishes to hire me, my employment by the Riverside School District depends upon the results being acceptable to the Riverside School District.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

EOE