

EXPERIENCE (List present employer first)

Dates		Name and Address of Employer		Your Title
FROM				
TO				
		(Area Code) Telephone:		
Work Performed:			Final Yearly Salary:	
Name & Title of Supervisor:			Reason for Leaving:	
Dates		Name and Address of Employer		Your Title
FROM				
TO				
		(Area Code) Telephone:		
Work Performed:			Final Yearly Salary:	
Name & Title of Supervisor:			Reason for Leaving:	
Dates		Name and Address of Employer		Your Title
FROM				
TO				
		(Area Code) Telephone:		
Work Performed:			Final Yearly Salary:	
Name & Title of Supervisor:			Reason for Leaving:	

OTHER QUALIFICATIONS (Volunteer, Community Activities)

Summarize special job-related skills and qualifications acquired from employment or other experiences (including U.S. military service) and/or state any additional information you feel may be helpful in considering your application (honors, awards, activities, certificates, technology skills or professional development activities).

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APPLICANTS FOR SECRETARY OR PARA PROFESSIONAL (AIDE) – PLEASE COMPLETE

OFFICE SKILLS, COMPUTERS AND SOFTWARE APPLICATIONS	LIST PROGRAMS/SKILLS (ACCOUNTING, MS WORD, POWER POINT, EXCEL, ETC.)
Keyboarding : (WPM) _____	

REFERENCES

References should include persons who have first-hand knowledge of your competence and your personal qualifications. If any person(s) listed should not be contacted for reference at the present time, indicate in the left-hand margin the date contact(s) may be made.

Name	Position	Address	Telephone

GENERAL BACKGROUND INFORMATION

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 police 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 a 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.

- | | | |
|--|------------------------------|-----------------------------|
| Were you ever convicted of a criminal offense? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you currently under charges for a criminal offense? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you ever forfeited bond or collateral in connection with a criminal offense? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Within the last ten years, have you been fired from any job for any reason? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Within the last ten years, have you quit a job after being notified that you would be fired? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you subject to any visa or immigration status, which would prevent lawful employment? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Note: If you answered "Yes" to any of the above questions, please provide a detailed explanation below, or 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.

CLEARANCES

Please attach the following required clearances (required for employment):

- Act 34 Compliance (Background Check of Prospective Employees)
- Act 151 (Pennsylvania Child Abuse History Clearance)
- Act 114 (Federal Bureau of Investigations Fingerprint Clearance)
- Act 24 (Arrest/Conviction Report and Certification Form)
- Act 168 (Sexual Misconduct/Abuse Disclosure Release)

Nepotism Policy and Authorization to Check References (303.1, 404.1, 504.1)

Purpose: The object of this policy is to prevent nepotism in hiring of school employees. The hiring of a school employee closely related to a member of the Board, commissioned officer, professional employee or other management level employee justifiably arouses public suspicion that the employee was hired on the basis of relationship rather than merit. It is also the purpose of this policy to discourage favoritism, prevent disciplinary problems, and inhibit personal cliques.

Definitions: **Commissioned Officer** means any district Superintendent, district Assistant Superintendent, or other commissioned officer of the school district.

Professional Employee means any teacher or other employee of the school district who is a professional employee within the meaning of the School Code.

Management Level Employee means any management or supervisory level employee not included within the definitions of commissioned officer or professional employee.

Classified Employee means any person employed to fill a position other than commissioned officer, management level or professional employee.

School Director shall mean any person who is elected or appointed as a director of the Rochester Area School District.

Relative means a parent, foster parent, parent-in-law, spouse, brother, foster brother, sister, foster sister, grandparent, grandchild, brother-in-law, sister-in-law, son-in-law, or daughter-in-law, niece, nephew, aunt, uncle, or first cousin.

Authority: No applicant for employment who is a relative of any school director, commissioned officer, professional employee, management level employee or classified employee shall be employed by the school district in any capacity other than as a daily substitute in a supplemental position.

No employee of the district shall be retained in any position where the employee has direct supervisory responsibility for, or supervised by, a relative. The policy established by this provision shall be implemented by reassigning either the supervised or supervisory employee.

It shall be understood that all employees currently employed as of the policy's effectiveness date shall be "grandfathered."

This policy established by this provision shall be effective for all hiring decisions or transfers made subsequent to the adoption of this policy.

An exception to this policy may be made by the Board based on the candidate's qualifications and on a case-by-case basis.

I have read and understand the Rochester Area School District Nepotism Policy and attest to the following:

I do not have any relatives, as defined by the policy that are currently employed by the Rochester Area School District.

I do have relatives, as defined by the policy that are currently employed by the Rochester Area School District. They are:

Name	Position

Authorization to Check References

I hereby give consent for the members of the Rochester Area School District interview team to speak freely and without hesitation to the persons I have included as references, this includes those persons identified as references in my application and those persons of whom I have included letters of recommendation.

EMPLOYMENT AGREEMENT

I certify that the information contained herein is accurate and truthful to the best of my knowledge and belief. I hereby give authorization to the Rochester Area School District to investigate any or all statements I have made with the understanding that any misrepresentations may be the cause for dismissal or refusal to employ. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection to my application. I understand that it is not possible to interview all applicants and that filing an application at the District does not indicate there are positions open or oblige the District in any way. I also understand that the Public School Code of PA requires that I provide the three above referenced clearances. I affirm that the record provided is a true copy and by virtue of my signature below authorize its review and use by school officials in compliance with the statute. I agree to abide by all rules and regulations of the school district.

Date

Signature