



School District of the City of Allentown

Skilled Service Personnel Application Form

31 South Penn Street, P. O. Box 328  
Allentown, PA 18105

This application will be kept active for one year. Please notify the Human Resources office if you would like this period extended.

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_

City State Zip Code Telephone: \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Social Security No. \_\_\_\_\_

Date of Application \_\_\_\_\_

**I. APPLICATION FOR POSITION**

- Child Nutrition Services
- Clerical/Secretarial
- Custodial
- Maintenance
- Security
- Paraprofessional
- \_\_\_\_\_ Elementary
- \_\_\_\_\_ Special Education
- \_\_\_\_\_ Reading
- \_\_\_\_\_ Other

Building Preference: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Full-Time
- Part-Time
- Permanent
- Temporary

Date Available for Employment \_\_\_\_\_

**II. EDUCATION AND TRAINING**

	Name and Location (Town – State)	Course	Cert./Degree
A. Sr. High			
B. College			
C. Voc./Tech.			
D. Business			

Special Skills (as related to the position for which you are applying): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. WORK EXPERIENCE (begin with your most recent position.)**

Company		Address		
Phone No.	Starting Date	Leaving Date	Starting Pay	Leaving Pay
Reason for Leaving				
Job & Duties				
Company		Address		
Phone No.	Starting Date	Leaving Date	Starting Pay	Leaving Pay
Reason for Leaving				
Job & Duties				
Company		Address		
Phone No.	Starting Date	Leaving Date	Starting Pay	Leaving Pay
Reason for Leaving				
Job & Duties				
Company		Address		
Phone No.	Starting Date	Leaving Date	Starting Pay	Leaving Pay
Reason for Leaving				
Job & Duties				

You have my permission to contact all employers listed above (Exceptions No. 1 - 2 - 3 - 4)

**IV. MILITARY SERVICE**

Date Inducted:	Date Separated:	Branch of Service:
Military Duties or Skills Learned		

**V. PERSONAL DATA**

Name of person to be notified in emergency \_\_\_\_\_  
Telephone \_\_\_\_\_

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**VI. GENERAL**

- A. Have you, at any time, been convicted of a felony or a misdemeanor, other than motor code violations?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, list details \_\_\_\_\_
- B. Have you ever been employed by the Allentown School District? Yes \_\_\_\_\_ No \_\_\_\_\_  
If so, when? \_\_\_\_\_ In what capacity? \_\_\_\_\_
- C. Do you have a valid Driver's License? Yes \_\_\_\_\_ No \_\_\_\_\_
- D. In addition to English, are you able to speak and understand any other languages? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please list: \_\_\_\_\_
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**VII. REFERENCES (List complete address and include Zip Code.)**

Name	Address	Phone	Position
A.			
B.			
C.			
D.			

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**VIII. OTHER INFORMATION OR PERTINENT DATA**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules, regulations, and policies of the Allentown School District.

I understand that the Allentown School District will not assume any expenses, and I am fully aware that any expenses I may incur as a result of my candidacy for a position in the Allentown School District are my responsibility. I am available for interview.

I further authorize the Allentown School District to investigate my background now or in the future, to verify the information provided, and release from liability all persons and/or corporations supplying information concerning my background.

My signature below certifies that to the best of my knowledge and belief, all information provided herein is complete and true. I understand that any misrepresentation of information shall be sufficient cause for 1) rejecting my candidacy, 2) withdrawal of any offer of employment or 3) terminating my employment.

Signature of applicant: \_\_\_\_\_

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

Employment Requirements as mandated by the federal and state governmental agencies.

Recommendation for employment will require completion of these required forms. If you cannot or will not be able to produce the required documentation, the Allentown School District cannot consider you for employment.

1. The Pennsylvania Department of Health has mandated that each new employee of a school district must submit a School Personnel Health Record, completed by his/her personal physician. This includes tuberculin testing.
2. The Pennsylvania School Code, as amended by act 34 of 1985 requires the completion, by the Pennsylvania State Police, of a Request for Criminal History Information (Form SP4-164) for each prospective employee of a school district. You must request the report and submit *either* the completed report or a statement from the Pennsylvania State Police attesting to your status concerning your request. **If** you are an out-of-state applicant, you also must submit a copy of your criminal history report. An out-of-state applicant shall request the Federal Bureau of Investigation to provide her/his report. The **original** criminal record history report must be submitted prior to employment and it must be no *more* than one (1) year old.
3. Title 23 of the Pennsylvania Consolidated Statutes, as amended by Act 151 of 1994 require the completion, by the Pennsylvania Department of Public Welfare, of a Pennsylvania Child Abuse History Clearance for each prospective employee of a school district. Your must request the clearance statement and submit either the completed clearance statement or a statement from the Pennsylvania Department of Public Welfare that no record exists. The **original** statement of clearance must be submitted prior to employment and it must be no *more* than one (1) year old.
4. The Immigration Reform and Control Act of 1986 requires that we employ only American citizens and aliens who are authorized to work in the United States. The document used for this purpose is Employment Eligibility Verification (Form 1-9), and completion of this form is required for each prospective employee of a school district. A complete list of acceptable documents is available in the Human Resources office.

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"The Allentown School District declares itself to be an equal rights and opportunity agency. As an equal rights and opportunity agency, it does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex, marital status or non-relevant handicaps and disabilities as defined by law."

The Allentown School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For information about this policy, please contact the Title IX and Section 504 Coordinator, Dr. Lucretia Brown, Administration Center, 31 South Penn Street, PO Box 328, Allentown, PA 18105.