



NOTICE!

In order for this application to be complete and considered for employment, the following must accompany your application:

1. Original current Act 34 & Act 151 Clearance
2. Resume
3. Three current letters of reference including at least one professional reference

**ALL DOCUMENTS MUST BE CURRENT
(NOT MORE THAN ONE YEAR OLD)
ORIGINAL CLEARANCES WILL BE RETURNED TO YOU.**

Questions regarding this application should be directed to Brenda Shaffer at bas@iu08.org by calling 814-940-0223ext. 355.



APPALACHIA INTERMEDIATE UNIT 8

**4500 6th AVENUE
ALTOONA, PA 16602
PHONE: 814-940-0223
FAX: 814-949-0984**

**EXECUTIVE
DIRECTOR**
Dr. Michael J. Dillon

**Director of Human
Resources/Relations**
Brian R. Myers

Questions regarding this application should be directed to:
Brenda Shaffer at bas@iu08.org or by calling 814-940-0223 ext. 355
Thank you for your interest in employment with Appalachia Intermediate Unit 8

TO: _____

DATE: _____

FROM: Brian R. Myers, Director
Human Resources/Relations Services

Thank you for your interest in employment with Appalachia Intermediate Unit 8. We have enclosed one of our applications for you to complete and return to our office. We will keep your application and credentials on file for one year. At the end of one year, your application and credentials will be destroyed unless you notify us that you want your file kept active for another year. In the event a vacancy occurs where we feel that you would be qualified, we will contact you.

In order for your application to be complete, you will need to supply us with original current ACT 34 (Criminal Record Check) and ACT 151 (Child Abuse History) clearances. These documents cannot be more than one year old at the time of inspection, and cannot be more than one year old upon an offer of employment. Clearance applications are available in the Human Resources/Relations Services Department if you need them.

Please note, if you are offered employment with IU 8, you will be required to complete a School Personnel Health Record and show proof of negative tuberculin test results. These are required employment forms mandated by the PA School Code.

Enclosure



**APPALACHIA INTERMEDIATE UNIT 8
HUMAN RESOURCE DEPARTMENT
4500 6th AVENUE, ALTOONA, PA 16602**

APPLICATION for SUPPORT STAFF POSITIONS

(Please Type or Print)

Social Security # _____

Date of Application _____ Date available for employment _____

Name _____
Last First Middle

Home Phone # () _____ Business Phone # () _____

Address _____
Street

City State Zip Code

POSITION(S) DESIRED – Check all that apply

Secretary Classroom Aide Maintenance / Custodian

Other _____

TYPES OF EMPLOYMENT – Check all that apply

Full-time Part-time Substitute

Have you contributed to or participated in the Pennsylvania Public School Employee Retirement System Prior to July 1, 1994? Yes No

IU 8 Office Use Only:		
Act 34 Clearance <input type="checkbox"/>	Act 151 Clearance <input type="checkbox"/>	Credentials <input type="checkbox"/>
Physical / TB <input type="checkbox"/>	I-9 <input type="checkbox"/>	Reference Letters <input type="checkbox"/>
Resume <input type="checkbox"/>	FBI <input type="checkbox"/>	
Other _____		

EDUCATIONAL BACKGROUND

School or Institution and Location	Course of Study	GED, Diploma, Degrees or Credits Earned	Grade Point Average (GPA)
High School			
College/University			

EXPERIENCE *(Present or most recent first)*

Dates From _____ To _____	Name of Employer Address Phone	Your Title Reason for Leaving
Worked Performed		
Name and Title of Supervisor		Final Year Salary

Dates From _____ To _____	Name of Employer Address Phone	Your Title Reason for Leaving
Worked Performed		
Name and Title of Supervisor		Final Year Salary

Dates From _____ To _____	Name of Employer Address Phone	Your Title Reason for Leaving
Worked Performed		
Name and Title of Supervisor		Final Year Salary

MISCELLANEOUS INFORMATION

Can you type

Yes

No

w.p.m _____

Do you have computer experience

Yes

No

If yes, please list the applications and systems you have worked with

REFERENCES

References should include individuals who have first-hand knowledge of your character, personality, scholarship and ability. 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. Additionally, you must provide current letters of reference (no more than one year old) from those individuals that you list below as references. Failure to provide such letters will result in your application being considered incomplete.

Name	Position	Complete Address	Telephone

OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from past employment or other experiences and/or state any additional information you feel may be helpful in considering your application, i.e. honors, awards, activities professional development activities or licenses (e.g. RN, LPN, etc.):

Unless notified otherwise, this application shall be kept on file for one year. Such notification from applicant shall be in written form and submitted near the expiration date of the active application.

GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer "Yes" to any questions you must list all offenses, and for each conviction provide a date of conviction and disposition, regardless of the date or location of the 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? Yes <input type="checkbox"/> No <input type="checkbox"/>	Have you ever forfeited bond or collateral in connection with a criminal offense? Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you currently under charges for a criminal offense? Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Within the last ten years, have you been fired from any job for any reason? Yes No

Within the last ten years, have you quit a job after being notified that you would be fired? Yes No

Have you ever been professionally disciplined in any state? Yes No

Are you subject to any visa or immigration status, which would prevent lawful employment? Yes No

If you answered yes to any of the above questions in the "GENERAL BACKGROUND INFORMATION" section, please provide a detailed explanation on a separate piece 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.

CERTIFICATION AND RELEASE 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 any misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) terminating my employment.

The Appalachia Intermediate Unit 8 Board of Directors has adopted a policy regarding nepotism in hiring. This policy prohibits the hiring of personnel for positions, which would result in a situation where such person(s) would supervise or be supervised by a relative as defined in the policy. All hiring actions and decisions are subject to this policy.

I hereby authorize any and all my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of Appalachia Intermediate Unit 8 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 this Intermediate Unit. I further authorize these officials to investigate my background, now or in the future, to verify the information provided and release from liability all persons and/or entities supplying information regarding my background. However, I do not waive any rights, which I may have under state or 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 practices 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 VI 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.

ACT 34 (Criminal Background Check of Prospective Employees) - Each Pennsylvania resident must submit with his/her employment application a copy of a report of Criminal History Record Information from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the State Police Central Repository contains no such information relating to that person. The criminal record history report must be no more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.

FBI CLEARANCE - Each out-of-state applicant must submit with his/her application for employment a copy of a federal criminal record history from the Federal Bureau of Investigation. The applicant MUST submit the ORIGINAL report prior to employment.

ACT 151(PA Child Abuse History Clearance) - Each candidate must submit with his/her employment application a copy of an official clearance statement obtained from the Pennsylvania Department of Public Welfare or a statement from the Department of Public Welfare that no record exists. The clearance statement must be no more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.

SCHOOL PERSONNEL HEALTH RECORD

If an applicant is chosen for employment by a school entity in the State of Pennsylvania, that person must provide employers with a School Personnel Health Record completed by a licensed health practitioner in the State of Pennsylvania before employment begins. As part of that health record, proof of a negative tuberculosis test must be provided as stipulated on the School Personnel Health Record form.

Appalachia Intermediate Unit 8 has a Tobacco Free Environment Policy. There are no designated areas within any buildings of the Intermediate Unit or any of the Intermediate Unit's vehicles for the use of tobacco.

PLEASE RETURN COMPLETED APPLICATION WITH CREDENTIALS TO:

**HUMAN RESOURCE DEPARTMENT
APPALACHIA INTERMEDIATE UNIT 8
4500 6th AVENUE
ALTOONA, PA 16602**