## STEEL CENTER for CAREER & TECHNICAL EDUCATION 565 N. Lewis Run Road Jefferson Hills, PA 15025 412-469-3200

#### An Equal Opportunity Employer

Name				
Last	First	Middle	Social Sec	curity Number*
Present Address	Stre	eet	(Area Cod	de) Telephone
	City	State	Zi	p Code
E-Mail Address (I	f available)			
Preferred Assignr	ment			
Secretary	Custodian	Instructional/Build	ing Aide Su	ubstitute
Date Available for E	imployment			
Type of Assignme	ent			
Full Time Work	Par	t Time Work	Substitute	e
Educational Back	ground			
	Name of School	Address	Date Graduated	Course of Study Degrees or Credits Earned
High School				
College				
Business				
Trade School				

<sup>\*</sup>Federal Privacy Act [5 U.S.C. §552A NOTE] Statement. Authority for requesting social security account numbers: Public School code of 1949 [24 P.S. § 12-1212,24 P.S. § 1224] Principal Purpose: To verify certification. Other Purposes: Identification and collection of criminal/disciplinary records for certified educators. Disclosure: Mandatory. Failure to provide the Social Security Number will result in an applicant not being considered for employment.

# **Experience** (Present or most recent first)

Dates From	Name of Employer & Address		Your Title  Reason for Leaving	
	Phone Number	· · · · · · · · · · · · · · · · · · ·	-	
То				
Name and Title of Supervisor		Final Wages		
Dates From	Name of Employer & Address		Your Title	
			Reason for Leaving	
	Phone Number			
То:	Work Performed			
Name and Title of Supervisor		Final Wages		
Dates From	Name of Employer & Address		Your Title	
			Reason for Leaving	
	Phone Number			
То	Work Performed			
Name and Title of Supervisor		Final Wages		

Application Data (Please limit your responses to the space provided for each question.)

1.	If yo	ou are applying for a secretarial position, please answer the following questions:
	a.	How many words per minute do you type?

b. How many words per minute shorthand can you take? \_\_\_\_\_

	C.	What computer systems are you familiar with?		
	d.	Have you had training and/or experience in payroll work? If "yes" please describe.		
	e.	Have you had training and/or experience in purchasing, invoicing or buying?  If "yes" please describe.		
2.	If yo	ou are applying for an instructional aide position please answer the following questions:  Have you done volunteer work of any kind? If "yes" please describe.		
3.		reparation of food or serving of food? If "yes" please describe		
4.	oplying for a custodial position, please answer the following questions:			
a. Do you hold a valid Pennsylvania Operators License?				
	b.	Do you have experience with minor plumbing work? If "yes" please describe		
	C.	Do you have experience with minor electrical work? If "yes" please describe		
	d.	What other maintenance skills do you possess that would add to your ability as a school custodian?		
5.		e you previously applied for a position with Steel Center? If "yes" en did you apply?		
6.	Will	you at your own expense give one day for an orientation meeting prior to beginning active		
	emp	employment?		
Otl	ner (	Qualifications:		
(ir	ncludir	rize the special job-related skills and qualifications acquired from employment or other experiences  ng U.S. military service) and/or state any additional information you feel may bel helpful in considering		
yo	ui ap	plication, i.e. honors, award, activities, etc.		

#### References

References should include supervisors or anyone who would be able to evaluate your ability in terms of the position for which you are applying. 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.

Position	Address	Telephone	
	1		

#### **General Background Information:**

You must give complete answers to all questions. If you answer "Yes" to any question, you must list <u>all</u> 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 <u>not</u> a bar to employment in all cases. Each case is considered on it merits. Your answers will be verified with appropriate police records.

<u>Criminal Offense</u> includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

<u>Conviction</u> is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate, which results in a fine, <u>sentence</u> or probation.

You may omit: <u>minor</u> traffic violations, offenses committed before your 18<sup>th</sup> 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	 No
Are you currently under charges for a criminal offense?	 Yes	 No
Have you ever forfeited bond or collateral in connection with a criminal offense?	 Yes	 No
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
Are you subject to any visa or immigration status, which would prevent lawful employment?	 Yes	 No

Note: 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.

#### ACT 34 Clearance (PA State Police Criminal Background Check)

Each applicant must submit with his/her 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 than one (1) year old.

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#### **ACT 114 (Federal Criminal History Record)**

Each applicant must submit with his/her employment application a copy of a Federal Criminal Record from the Federal Bureau of Investigation (FBI). Prospective employees must submit ORIGINAL report, which may not be more than one (1) year old.

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

Each candidate must submit with his/her 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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#### **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 further certify that I am the sole author of the essay. 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.

I hereby authorize any and all of 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 Steel Center 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 school district. 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 authorize the production of medical records or other information, which would tend to actually identify a disability nor do I authorize inquiries which would include information related to any medical condition or medical history. Further, 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, whether by the school district or by entities or persons providing such information to the school district, including any and all claims concerning allegations of employment discrimination because of race, color, sex, religion, national origin, ancestry, age or disability.

Date	Signature of Candidate (in ink)
	[Must be original]

Pennsylvania school districts shall 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, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title Vi, Title IX, and Section 504 may be obtained by contacting the school district.