

Montoursville Area School District
50 N Arch St
Montoursville, PA 17754

Non-Certificated Employment Application

Last Name

First Name

Present Address

Primary Phone Number

Email Address

Check the position(s)
for which you are applying:

☐

Substitute

☐

Part-time

☐

Full-Time

☐

Secretary

☐

Paraprofessional

☐

Technology Staff

☐

Building Security

☐

Event Staff

☐

Maintenance/Custodian

Personal Data

Date you are available for Employment: _____

Do you have a legal Pennsylvania Driver's License? _____

Do you have a High School Diploma? _____

Do you have an Associate or Bachelor's Degree? _____

Reason for leaving last Employment: _____

Employment History

Name of Employer Number of Years Employment Dates Nature of Work

References

Name

Email Address

Phone number

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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 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.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and respond fully and completely to all questions that officials of Montoursville Area School District 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 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.

Date

Signature of Applicant

Act 34 (Pennsylvania State Police Request for Criminal Record Check)

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. 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 criminal record history report must be no more than one (1) year old. The applicant **must** submit the **original** report prior to employment.

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**Act 114 (Federal Criminal History Background Check)** Each candidate must submit with his/her employment application a copy of the registration receipt from the Cogent Services Pennsylvania Department of Education. The receipt must be no more than one (1) year old.

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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.

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*Pennsylvania School Districts 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, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. To obtain information relative to special accommodations, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 please contact the school district.*

*If you have any questions regarding this application or employment with the Montoursville Area School District, please feel free to contact the Superintendent at (570) 368-2491.*

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For office use only

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Interview/Date\_\_\_\_\_ Act 151/Date\_\_\_\_\_ I-9\_\_\_\_\_ Follow up  
\_\_\_\_\_ Act 24/Date\_\_\_\_\_ Act 34/Date\_\_\_\_\_  
Physical/TB Date\_\_\_\_\_ Act 114/Date\_\_\_\_\_

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