

# SCHOOL SECURITY

## Union School District APPLICATION FOR EMPLOYMENT

Please check if you wish to  
be placed on our substitute  
security guard list.

NAME \_\_\_\_\_  
*Last*
*First*
*Middle*

Address – Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Citizen of U.S.?    Yes    No            Telephone Number \_\_\_\_\_

Date you would be available for employment \_\_\_\_\_

### EDUCATION

<i>Name of School</i>	<i>Dates</i>	<i>Course of Study</i>
Elementary		
High School		
College		
Other Schools		

\_\_\_\_\_ Please indicate if you have ever worked for the Union School District before    Yes    No

\_\_\_\_\_ Please indicate if you are receiving an annuity check from the Public School Employees' Retirement System    Yes    No

### WORK EXPERIENCE *(Please include current employer, if applicable)*

<i>Name &amp; Address of Employer</i>	<i>Month-Year From    To</i>	<i>Nature of Work</i>	<i>Reason for Leaving</i>
Company & Address:			
Company & Address:			
Company & Address:			

### REFERENCES *(Give 3 personal references, not relatives and their telephone numbers)*

<i>Name/Title</i>	<i>Phone Number</i>	<i>Occupation</i>	<i>Address</i>

**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 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	Have you ever forfeited bond or collateral in connection with a criminal offense? Yes      No
Are you currently under charges for 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.

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**ACT 34 COMPLIANCE** (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. 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 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** (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 Pubic 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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ACT 168 (Sexual Misconduct/Abuse Disclosure Release)

Each candidate must submit with his/her employment application

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of the application and/or for separation from the school district's service, if I have been employed.

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Signature*