



Application for Employment
School Nurse/School Nurse Assistant/Substitute

Name _____ Social Security # _____
 Address _____
 City _____ State _____ Zip _____
 Telephone _____ Email Address _____

Please list all areas in which you hold valid Pennsylvania and/or out-of-state licenses.

| LICENSES AND CERTIFICATES | | | |
|---------------------------|---------------|-------------|--------------|
| License or other Awards | Certificate # | Date Issued | Date Expired |
| | | | |
| | | | |
| | | | |

Date available for employment _____

| REFERENCES | | | |
|------------|----------|---------|-----------|
| NAME | POSITION | ADDRESS | TELEPHONE |
| | | | |
| | | | |
| | | | |
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| EDUCATIONAL BACKGROUND | | | | |
|---------------------------|------------------------------------|-----------------|--|------------------------------|
| | SCHOOL OR INSTITUTION AND LOCATION | MAJOR/ MINOR | DIPLOMAS, DEGREES OR CREDITS EARNED | GRADE POINT AVERAGE (GPA) |
| High School: | | | | |
| College/University | | | | |
| College/University | | | | |
| Graduate Study | | | | |
| Graduate Study | | | | |

If you are not employed full time, are you interested in being placed on our Substitute List? YES NO

| EXPERIENCE | | | | |
|---------------------------------------|--|-------------------------------------|--|----------------------------|
| Dates | | Name of Employer and Address | | Your Title |
| From | | | | |
| | | | | |
| To | | | | |
| | | Telephone | | |
| Work Performed | | Reason For Leaving | | |
| | | | | |
| | | | | |
| | | | | |
| Name & Title of Supervisor | | | | Final Yearly Salary |
| Dates | | Name of Employer and Address | | Your Title |
| From | | | | |
| | | | | |
| To | | | | |
| | | Telephone | | |
| Work Performed | | Reason For Leaving | | |
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| | | | | |
| | | | | |
| Name & Title of Supervisor | | | | Final Yearly Salary |
| Dates | | Name of Employer and Address | | Your Title |
| From | | | | |
| | | | | |
| To | | | | |
| | | Telephone | | |
| Work Performed | | Reason For Leaving | | |
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| | | | | |
| Name & Title of Supervisor | | | | Final Yearly Salary |
| Dates | | Name of Employer and Address | | Your Title |
| From | | | | |
| | | | | |
| To | | | | |
| | | Telephone | | |
| Work Performed | | Reason For Leaving | | |
| | | | | |
| | | | | |
| | | | | |
| Name & Title of Supervisor | | | | Final Yearly Salary |

Please list activities that you are qualified to supervise or coach.

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 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 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

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

Professionally disciplined means the annulment, revocation or suspension of your teaching certification or having received a letter of reprimand from an agency, board or commission of state government, such as the Pennsylvania Professional Standards and Practices Commission.

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 that sheet, and include your social security number.

This application will be kept on file for a period of one (1) year from the date of application.

Signed: _____

Date of Application: _____

Return Application to: **Mr. Timothy M. Morgan**
Assistant Superintendent
Wayne Highlands School District
474 Grove Street
Honesdale, PA 18431

1. **A copy of your Request for Criminal Record Check must be attached.**

As provided by Act 34 of the Pennsylvania General Assembly, effective January 1, 1986, you must submit with this application a copy, not more than one year old, of a Pennsylvania State Police Report listing your criminal history record or a statement from them that the State Police Central Repository contains no such information relating to you. If you are offered employment, you must then provide the original of the State Police Statement.

2. **A copy of your Pennsylvania Child Abuse History Clearance must be attached.**

Effective July 1, 1996, Act 151 requires a clearance statement obtained for all school employees hired after July 1, 1996. You must submit this form along with your application making sure that it is not more than one year old. If you are offered employment, you must then provide the original copy of this document.

3. **Federal Criminal History Report (fingerprint based)**

As of April 1, 2007, public and private schools have been required to review federal criminal history records of all prospective employees who have contact with children. Applicants must register online with Cogent Systems and then proceed to be fingerprinted at a Cogent Systems site. A registration ID # will be given and must be supplied to the hiring entity in order for the public or private school to access the report electronically.

If you have a criminal history record, your signature below is considered to be your authorization for the Wayne Highlands School District to review that record as it relates to your possible employment.

Applicant's Signature _____

WAYNE HIGHLANDS SCHOOL DISTRICT

Nondiscrimination Policy

To comply with Federal Laws (including Title IX of Education Amendments of 1972) and Section 504 of the Rehabilitation Act of 1973 and the amendments of 1974, state laws, the State Department of Education regulations concerning equal rights and opportunities and to assure their implementation, the Wayne Highlands School District declares itself to be an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, handicap or limited English proficiency in its activities, programs or employment practices.

For information regarding civil rights or grievances procedures, and handicapped access to facilities, contact

Mr. Timothy M. Morgan, Title IX Coordinator, at 474 Grove Street, Honesdale, PA 18431, (570)-253-4661. It is the coordinator's responsibility to make certain that all education programs and activities and all employment procedures are free from discrimination on the basis of these conditions stated in the policy.