

WAYNE HIGHLANDS SCHOOL DISTRICT

Application for Employment - Support Staff

Please check areas that you wish to apply for:

ADMINISTRATIVE ASST. PCA/PARAEDUCATOR/TEACHER ASST. CUSTODIAN

Name _____ Date of Application: _____

Address _____ Telephone: _____

Present Position: _____

EDUCATIONAL AND PROFESSIONAL TRAINING

NAME	DIPLOMA/DEGREE
High School:	
College:	

WORK EXPERIENCE

NAME OF EMPLOYER	TYPE OF WORK	FROM	TO

JOB SKILLS

Please check the following which best applies to your proficiency level - *(Secretaries & Teacher Assistants only)*.

SKILL	EXPERIENCE	NO EXPERIENCE	PROGRAM
Word Processing-Word Perfect, Microsoft Word			
Spreadsheet-Excel, Lotus			
Desktop Publishing			
Database			

Please list below any other specific job related skills that you have.

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

REFERENCES

Please name at least three (3) residents of the Wayne Highlands School District who can comment on your qualifications for employment.

NAME	ADDRESS	TELEPHONE NUMBER	POSITION

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

Signed: _____

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

Sign only if you have a criminal record.

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.