



**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 \_\_\_\_\_ Email Address \_\_\_\_\_

Present Position \_\_\_\_\_

EDUCATIONAL AND PROFESSIONAL TRAINING	
NAME	DIPLOMA/DEGREE
<b>High School:</b>	
<b>College:</b>	
<b>College:</b>	

WORK EXPERIENCE			
NAME OF EMPLOYER	TYPE OF WORK	FROM	TO

JOB SKILLS			
SKILL	EXPERIENCE	NO EXPERIENCE	PROGRAM
Word Processing			
Spreadsheet			
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

Please name at least three (3) references who can comment on your qualifications for employment.

REFERENCES			
NAME	ADDRESS	TELEPHONE	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** \_\_\_\_\_

**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.