



# Berlin Brothersvalley School District

## Support Staff Application

Return Completed Application To:

Human Resources

Berlin Brothersvalley School District, Business Office

1025 East Main Street Berlin, PA 15530

**Please Print Neatly or Type**

Date of application: \_\_\_\_\_

Date you are available for employment: \_\_\_\_\_

Position you are applying for: \_\_\_\_\_

Are you interested in substituting? \_\_\_\_\_

Where did you hear about the position?

\_\_\_\_\_

Last Name

First Name

MI

\_\_\_\_\_

Street Address:

\_\_\_\_\_

\_\_\_\_\_

City:

State:

Zip:

\_\_\_\_\_

Home Telephone: (    )- \_\_\_\_\_

Work Telephone: (    )- \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**If you have questions concerning this application or future openings, you may contact us by telephone at (814)-267-4621, by fax at (814)-267-6060, or by e-mail at rprosser@bbsd.com**

1 Federal Privacy Act [5 U.S. 552a note] Statement: Authority for requesting social security numbers, Public School Code of 1949 [24 P.S. subsection 12-1212, 24 P.S. subsection 1224] Principal purpose: To verify certification Other purposes: Identification and collection of criminal/disciplinary records for public school employees. Disclosure: Mandatory. Failure to provide the SSAN will result in an applicant not being considered for employment.

List all educational institutions attended and degrees awarded:

<b>University/School</b>	<b>Program/Degree</b>	<b>Graduation Date</b>	<b>GPA</b>
<b>High School</b>			

Previous work experience:

<b>Employer name and address</b>	<b>Position</b>	<b>Dates Employed</b>	<b>Reason For Leaving</b>
<b>Supervisor:</b>		Salary:	
<b>Supervisor:</b>		Salary:	
<b>Supervisor:</b>		Salary:	

1 Federal Privacy Act [5 U.S. 552a note] Statement: Authority for requesting social security numbers, Public School Code of 1949 [24 P.S. subsection 12-1212, 24 P.S. subsection 1224] Principal purpose: To verify certification Other purposes: Identification and collection of criminal/disciplinary records for public school employees. Disclosure: Mandatory. Failure to provide the SSAN will result in an applicant not being considered for employment.

*Briefly explain why you would be asset to our school district:*

*Do you have any other skills/experiences that are relevant to the position?*

*Do you have any training/certifications that are relevant to the position?*

1 Federal Privacy Act [5 U.S. 552a note] Statement: Authority for requesting social security numbers, Public School Code of 1949 [24 P.S. subsection 12-1212, 24 P.S. subsection 1224] Principal purpose: To verify certification Other purposes: Identification and collection of criminal/disciplinary records for public school employees. Disclosure: Mandatory. Failure to provide the SSAN will result in an applicant not being considered for employment.

Please check any of the following computer programs/applications you have worked with:

APPLICATION	YES	NO
Word/Word Perfect		
Lotus/Excel		
Electronic Mail		
Internet Search Tools		
Power Point		
Other (please list below) _____ _____		

Please list three (3) individuals we may contact as a professional reference:

1.) \_\_\_\_\_ Phone: \_\_\_\_\_

2.) \_\_\_\_\_ Phone: \_\_\_\_\_

3.) \_\_\_\_\_ Phone: \_\_\_\_\_

"By signing below I agree that all information provided above is true to the best of my knowledge. I give my authorization for a representative of Berlin Brothersvalley School District to contact my listed educational institutions, employers, and professional references for the purpose of reference checks."

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

1 Federal Privacy Act [5 U.S. 552a note] Statement: Authority for requesting social security numbers, Public School Code of 1949 [24 P.S. subsection 12-1212, 24 P.S. subsection 1224] Principal purpose: To verify certification Other purposes: Identification and collection of criminal/disciplinary records for public school employees. Disclosure: Mandatory. Failure to provide the SSAN will result in an applicant not being considered for employment.

Please review the information on the following page.

**Please note that following items are necessary for public school employment:**

- 1.) State Police (Act 34) Clearance**
- 2.) Child Abuse Registry (Act 151) Clearance**
- 3.) FBI Federal Criminal History Record**
- 4.) Diplomas/Transcripts**

**The above item, if available, may be submitted with this application for review**

- 5.) PA Health Record Form**

**Notice to applicants:**

Pennsylvania School Districts shall 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. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained from the school district.

1 Federal Privacy Act [5 U.S. 552a note] Statement: Authority for requesting social security numbers, Public School Code of 1949 [24 P.S. subsection 12-1212, 24 P.S. subsection 1224] Principal purpose: To verify certification Other purposes: Identification and collection of criminal/disciplinary records for public school employees. Disclosure: Mandatory. Failure to provide the SSAN will result in an applicant not being considered for employment.