

# UNION SCHOOL DISTRICT

## Employment Application

### Classroom Support - Aides

In accordance with the Americans With Disabilities Act, if you need assistance or reasonable accommodations, please inform us.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date you can begin: \_\_\_\_\_

Full time: \_\_\_\_\_ Part Time: \_\_\_\_\_

If full time work is not available, do you wish this application to be used for placement on our substitute list? \_\_\_\_\_

May we contact your present or previous employer(s)? \_\_\_\_\_

Have you previously applied for a position in the Union School District? \_\_\_\_\_

If so, when? \_\_\_\_\_

Have you previously been employed by any Commonwealth of PA School entity? \_\_\_\_\_

If yes, where and when \_\_\_\_\_

**Do you have current Act 34, Act 151 Clearances & the Act 114 FBI Federal Criminal History Record?** \_\_\_\_\_

**If yes, please present when you submit this application. If no, contact the Union School District Business Office for information on applying.**

**Fingerprinting Registration ID:** \_\_\_\_\_

How many days of work did you miss last year? \_\_\_\_\_

Statement of Purpose: Educational Aide positions involve "hands-on experiences" with children, including but not limited to, assisting with cafeteria, hallway and recess supervision, working with and under the direction of classroom teachers in areas such as small group reading, spelling, mathematics, activities, etc. In the space below, describe briefly in long hand, paragraph style the abilities you possess which would enable you to fulfill these duties.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EDUCATION:

	Name & Address	Years Attended	Date Graduated	Course/ Degree
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Other	_____	_____	_____	_____

**EXPERIENCE:**

List below any previous experience which you feel would be beneficial to this position (start with most recent)

NAME ADDRESS	EMPLOYMENT DATES	POSITION	REASON FOR LEAVING
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**REFERENCES:**

List the names of three persons not related to you who have known you for at least one year. Individuals who can comment on your work experience are preferred.

NAME	ADDRESS	BUSINESS	TELEPHONE
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**STATEMENT OF APPLICANT:**

I understand that any employment will be subject to satisfactory completion of a 90 day probationary period. I authorize the Union School District to contact my former employers and references. I agree to abide by the policies and regulations of the Union School District and notify the District promptly of any changes in my address or telephone number. I certify that the above statements are true to the best of my knowledge and understand that the making of false statements will be considered sufficient cause for discharge. I release anyone who provides information and the Union School District from any and all liability and responsibility by reason of their doing so. I certify that I am not a perpetrator in a founded report of child abuse or molestation.

I understand that a physical examination may be required; a tuberculin test or chest x-ray, completed Act 34, Act 151 clearance forms, and the Act 114 FBI Federal Criminal History Record and a completed I-9 Employment Eligibility Verification Form are required by the PA School Code and Law prior to employment.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Union School District shall not discriminate in its 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, and 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 by contacting the school district.

Applications for employment will be considered "active" for 30 days upon receipt. In order to remain "active" after that time period, applicant must notify U.S.D. every 30 days to remain active.

Mail application to: Union School District  
354 Baker Street, Suite 2  
Rimersburg, PA 16248