



MANHEIM TOWNSHIP SCHOOL DISTRICT

P.O. BOX 5134

LANCASTER, PA 17606-5134

Phone: 717-569-8231

Fax: 717-569-3729

The Manheim Township School District, an equal opportunity employer, will not discriminate in employment, educational programs, or activities based on race, age, religion, national origin, sex, or disability. In addition, the Manheim Township High School, Middle School, Landis Run Intermediate School, Brecht, Bucher, Neff, Nitrauer, Reidenbaugh and Schaeffer Elementary Schools are accessible to and usable by the physically disabled. Inquiries should be referred to the Human Resource Department, who serves as coordinator for Title VI, IX, and 503/504 regulations. The telephone number is listed above for your reference.

Date of Application:

NAME:

Last

First

M.I.

ADDRESS:

Street and/or Apt.

City

State

Zip

Telephone Number

Cell Number

Email Address

Position(s) Applied For:

_____ Building Aide

_____ Instructional Assistant

_____ Security Monitors

_____ Clerical/Office Assistant

_____ Library Assistant

_____ Special Education Assistant

_____ Food Services

_____ Maintenance/Custodial

_____ Other:

_____ Health Room Nurse Assistant

_____ Secretarial/Admin. Assistant

I am available to work: _____ Full-Time _____ Part-Time _____ Substitute (on a day-to-day basis)

Do you qualify for consideration under the Veteran's Preference Act? _____ Yes _____ No

(If yes, a copy of form DD214 must be submitted with application. Original DD214 must be available upon request of the district.)

EMPLOYMENT RECORD: (List below your employers, starting with last one first):

<u>DATE – MONTH & YEAR</u>	<u>EMPLOYER NAME and ADDRESS</u>	<u>SALARY</u>	<u>POSITION</u>	<u>IMMEDIATE SUPERVISOR</u>	<u>REASON FOR LEAVING</u>
From – To -					
From - To -					
From - To -					

EDUCATION RECORD:

	<u>GRADUATED</u> <u>Yes / No</u>	<u>NAME OF SCHOOL</u>	<u>LOCATION OF SCHOOL</u>
HIGH SCHOOL ATTENDED:			
TRADE SCHOOL			
BUSINESS SCHOOL			
COLLEGE			
SPECIAL TRAINING			

If you have additional information for us, you may attach a resume and/or supporting documents. Applicant is hereby informed that this form will be kept in the active file for six months. It is the applicant's responsibility to notify the district if it is to be renewed for an additional six month period.

May we contact your present employer? _____ Yes _____ No

REFERENCES: List three references, one character and two supervisors

<u>INDIVIDUAL'S NAME</u>	<u>ADDRESS-EMAIL ADDRESS</u>	<u>TELEPHONE NUMBER</u>

Statement of Applicant

- I agree to abide by the policies and regulations of the Manheim Township School District and will notify the District promptly of any change of address or telephone number.
- I understand that I must submit a Report of PA Criminal Record (Act 34), a Child Abuse History (Act 151), a Federal Criminal History Record (Act 114), and a completed Arrest/Conviction Report and Certification Form (form PDE-6004) upon any offer of employment.
- I understand that I must submit a Sexual Misconduct/Abuse Disclosure Release Form (under Act 168 of 2014) for each current employer and previous employer(s) who are school entities and where I was employed in a position having direct contact with children prior to being employed by Manheim Township School District. I further understand that a school entity may not hire an applicant who does not provide the information required for the Sexual Misconduct/Abuse Disclosure Release Form (Act 168).
- I understand that a physical (Fit for Duty) examination which includes a tuberculin test (or chest x-ray) is required by the Pennsylvania School Code prior to employment.

- Successful candidates for the position must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the Director of Human Resources of any and all reasonable accommodations that will be required.
- I authorize investigation of all statements contained in this application, and I certify that any and all information which I have set forth in this application is true and accurate to the best of my knowledge.
- I recognize that misrepresentation or omission of facts requested is cause for dismissal.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to this school district. I further authorize these officials to investigate my background, now or in the future, to verify the information provided and release from liability all persons and/or entities supplying information regarding my background. However, I do not waive any rights which I may have under state or federal law related to my right to challenge the disclosure of unlawful or inaccurate information.

DATE

SIGNATURE