

**PENDLETON COUNTY SCHOOLS**  
**Application for Employment**  
**Service (Non-Professional) or Coaching Position**

**Date Received:** \_\_\_\_\_

\*\*\*APPLICATIONS ARE KEPT ON FILE FOR ONE YEAR\*\*\*

ONCE AN APPLICATION IS ON FILE, A "CONSIDERATION FOR VACANCY" FORM MUST BE SUBMITTED FOR EACH OPEN POSITION IN WHICH YOU WANT TO BE CONSIDERED AS AN APPLICANT. THIS FORM IS AVAILABLE AT [WWW.PENDLETONCOUNTYSCHOOLS.COM](http://WWW.PENDLETONCOUNTYSCHOOLS.COM) OR FROM THE BOARD OFFICE.\*\*\*

\*\*\*THE "CONSIDERATION FOR VACANCY" FORM OR "SERVICE (NON-PROFESSIONAL) OR COACHING APPLICATION" MUST BE COMPLETED AND SUBMITTED TO THE BOARD OFFICE BY 4:00 P.M. ON THE APPLICATION DEADLINE DATE TO BE CONSIDERED FOR A POSITION.\*\*\*

(Please Type or Print)

I.  
Name: \_\_\_\_\_  

Last
First
Middle
Social Security Number<sup>1</sup>

Mailing Address: \_\_\_\_\_  

Street
Telephone #

---

City
State
Zip

E-mail Address (if available): \_\_\_\_\_

List, in order of preference, the areas of employment desired:

Instructional Aide       Cook       Custodian       Paraprofessional  
 Maintenance       Bus Driver       Athletic Coach       Secretary

Are you interested in  Regular Full Time Position     Substitute Position     Both

Date Available For Employment: \_\_\_\_\_

***If you are applying for a Bus Driver Position, please complete Section II of Application, if not go to Section III.***

II.  
Date of Birth: \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Age  
Height: \_\_\_\_\_ Weight: \_\_\_\_\_  
Operator's License No. \_\_\_\_\_ Chauffeur's License No. \_\_\_\_\_  
No. of years driving experience: \_\_\_\_\_ Car \_\_\_\_\_ Truck \_\_\_\_\_ Bus  
Has operator's license ever been revoked? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Have you been involved in a traffic accident in the last three years? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(All traffic violations & accidents are on file at State Police Headquarters in Charleston)  
If yes, state approximate date and cause: \_\_\_\_\_  
Do you wear glasses or contact lenses when you drive? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Do you wear a hearing aide? \_\_\_\_\_ Yes \_\_\_\_\_ No

**III. EDUCATIONAL BACKGROUND**

	School or Institution and Location	Diplomas, Degrees or Credits Earned
High School		
College/Vocational or Trade School		

**If you did not graduate from High School have you obtained a GED? \_\_\_\_\_ Yes \_\_\_\_\_ No**

**\*\*\*Please submit documentation**

<sup>1</sup> Federal Privacy Act [5 U.S.C. § 552a note] Statement. Authority for requesting social security account numbers, Public School code of 1949 [24 P.S. §12-1212, 24 P.S. §1224] Principal Purpose: To verify certification; Other Purposes: Identification and collection of criminal/disciplinary records for certified educators. Disclosure: Mandatory. Failure to provide the SSAN will result in an applicant not being considered for employment.

**EXPERIENCE (PRESENT OR MOST RECENT FIRST):**

Dates From _____	Name of Employer and Address _____ _____	Your Title _____
	Phone Number _____	Reason for Leaving _____ _____
To _____	Work Performed _____ _____	
Name and Title Of Supervisor		Final Yearly Salary

Dates From _____	Name of Employer and Address _____ _____	Your Title _____
	Phone Number _____	Reason for Leaving _____ _____
To _____	Work Performed _____ _____	
Name and Title Of Supervisor		Final Yearly Salary

Dates From _____	Name of Employer and Address _____ _____	Your Title _____
	Phone Number _____	Reason for Leaving _____ _____
To _____	Work Performed _____ _____	
Name and Title Of Supervisor		Final Yearly Salary

**REFERENCES**

Name	Position	Address	Telephone
		_____ _____	
		_____ _____	
		_____ _____	

**OTHER QUALIFICATIONS:**

Summarize special job-related skills and qualifications acquired from employment or other experiences (including U.S. military service) or any additional information you feel may be helpful in considering your application, i.e. honors, awards, activities, technology skills or professional development activities:

---



---

**GENERAL BACKGROUND INFORMATION:**

You must give complete answers to all questions. If you answer "Yes" to any question, you must list **all** offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is **not** a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records. **Criminal Offense** includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "NOLO contendere" (no contest). **Conviction** is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate which results in a fine, sentence or probation. You may omit: **minor** traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal offense? <div style="text-align: right;"> <input type="checkbox"/> YES    <input type="checkbox"/> NO             </div>	Have you ever forfeited bond or collateral in connection with a criminal offense? <div style="text-align: right;"> <input type="checkbox"/> YES    <input type="checkbox"/> NO             </div>
Are you currently under charges for a criminal offense? <div style="text-align: right;"> <input type="checkbox"/> YES    <input type="checkbox"/> NO             </div>	

Within the last ten years, have you been fired from any job for any reason?

YES     NO

Within the last ten years, have you quit a job after being notified that you would be fired?

YES     NO

Are you subject to any visa or immigration status which would prevent lawful employment?  YES     NO

**Note:** If you answered "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet, and include your social security number.

**Prior to approval of Employment you will be required to provide a fingerprint for the purpose of Pendleton County Board of Education obtaining a criminal background check.**

**CERTIFICATION AND RELEASE AUTHORIZATION:**

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I further certify that I am the sole author of the essay. I understand that any misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) terminating my employment.

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 of Pendleton County Schools 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 authorize the production of medical records or other information which would tend to actually identify a disability nor do I authorize inquiries which would include information related to any medical condition or medical history. Further, 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, whether by the school district or by entities or persons providing such information to the school district, including any and all claims concerning allegations of employment discrimination because of race, color, sex, religion, national origin, ancestry, age or disability.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Candidate (in ink)  
**(Must Be Original)**

*As required by federal laws and regulations, the Pendleton County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapping conditions, marital status or national origin in employment or in its educational programs and activities. Inquiries may be referred to Nicole M. Hevener, Director of Human Resources & Student Services, Pendleton County Board of Education, at the Board of Education office, Phone: 304-358-7065; or to the Department of Education's Director of the Office of Civil Rights.*