



NORTHEAST BRADFORD SCHOOL DISTRICT  
526 Panther Lane, Rome, PA 18837 | 570.744.2531 | Fax 570.744.2933

## EMPLOYMENT APPLICATION

Please print or type.

|                   |             |                 |  |
|-------------------|-------------|-----------------|--|
| Desired position: |             | Date available: |  |
| Name:             |             |                 |  |
| Address:          |             |                 |  |
| Home Phone:       | Cell Phone: | Work Phone:     |  |
| County:           | Township:   | Email:          |  |

## EDUCATION

|                  | Name and Location | Course or Major | Dates        | Degree or Diploma |
|------------------|-------------------|-----------------|--------------|-------------------|
| High School      |                   |                 | From:<br>To: |                   |
| Technical School |                   |                 | From:<br>To: |                   |
| College          |                   |                 | From:<br>To: |                   |
| Other            |                   |                 | From:<br>To: |                   |

## SPECIAL QUALIFICATIONS

In the space below, provide information about your unique qualifications, recent accomplishments, applicable skills, etc.

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|  |
|--|

Have you had Act 126: Child Abuse Recognition and Reporting training? \_\_\_\_ Yes \_\_\_\_ No  
If yes, please provide certificate.

## EMPLOYMENT HISTORY

List all full and part-time employment beginning with current or most recent.

| Employer and Address | Dates of Employment | Position/Assignment |
|----------------------|---------------------|---------------------|
|                      |                     |                     |
|                      |                     |                     |
|                      |                     |                     |

## REFERENCES

Provide at least 3 names of people who have first-hand knowledge of your character, personality and abilities.

| Name and Address | Position | Phone number(s) |
|------------------|----------|-----------------|
|                  |          |                 |
|                  |          |                 |
|                  |          |                 |

I authorize the Northeast Bradford School District to contact former employers and/or references to secure information relative to my employment with Northeast Bradford School District. I authorize my present and/or previous employer(s) to provide reference information to Northeast Bradford as requested. I certify that the above statements are true to the best of my knowledge and understand that making any false statement will be considered sufficient cause for non-employment or termination of my employment.

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

## REQUIRED CLEARANCES / REPORTING FORMS

### ACT 34 COMPLIANCE (Background Check of Prospective Employees)

All Pennsylvania residents must submit with their employment application a copy of a report of Criminal History Record Information or a statement from the Pennsylvania State Police that the State Police central repository contains no such information. If you are an out-of-state resident or have been a Pennsylvania resident for less than 2 years, you must submit a copy of a federal criminal record history report from the Federal Bureau of Investigation with your application. The criminal record history report must be no more than 1 year old, and upon hiring the applicant MUST submit the ORIGINAL report.

### ACT 151 COMPLIANCE (Pennsylvania Child Abuse History Clearance)

Candidates must submit with their employment application a copy of an official clearance statement obtained from the Pennsylvania Department of Public Welfare or a statement from the Department of Public Welfare that no record exists. The clearance statement must be no more than 1 year old. The applicant MUST submit the ORIGINAL report prior to employment.

### ACT 24 SECTION 111

This standardized form PDE-6004 has been developed by the Pennsylvania Department of Education, pursuant to 24 P.S. §1-111(j), to be used by current and prospective employees of public and private schools, intermediate units and area vocational-technical schools for the written reporting by current and prospective employees of any arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) and (f.1).

### FBI FEDERAL CRIMINAL HISTORY RECORD

Applicants are required to submit with their employment application a copy of the federal criminal history record in a manner prescribed by the Department of Education. When the applicant provides a copy of the federal criminal history record, it shall be no more than 1 year old at the time of employment. (This clearance requires fingerprinting.)

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**NONDISCRIMINATION POLICY:** *Northeast Bradford School District is an equal opportunity education institution and does not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices as required by Title VI, Title IX, and Section 504. For information about civil rights or grievance procedures, contact SUPERINTENDENT, Title IX, Title VI, and Section 504 Coordinator, at the Northeast Bradford School District, 526 Panther Lane, Rome, PA 18837 (570-744-2521).*

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