



EMPLOYMENT APPLICATION

LANCASTER-LEBANON INTERMEDIATE UNIT 13

Human Resources Department • 1020 New Holland Avenue • Lancaster, Pennsylvania 17601
717-606-1611 [phone] • 717-606-1996 [fax] • hr@iu13.org [e-mail] • FHE | *

EQUAL RIGHTS AND OPPORTUNITIES POLICY

Lancaster-Lebanon Intermediate Unit 13 is an equal opportunity education institution and will not discriminate on the basis of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin/ethnicity or handicap/disability. The Intermediate Unit will make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

The Equal Rights and Opportunities Compliance Officer is responsible to make certain that all educational programs, services, activities and employment practices are free from illegal discrimination. For information regarding this policy and nondiscrimination procedures, contact: Equal Rights and Opportunities Compliance Officer, Human Resources Department, Lancaster-Lebanon Intermediate Unit 13, 1020 New Holland Avenue, Lancaster, PA 17601, (717) 606-1611.

Date of Application _____

Position Desired

Personal Data

Name _____
Last First Middle Social Security No.

Present Address _____
Street Phone Number

City, State, Zip Code Business Phone

E-mail address Cell Phone

Permanent Address (If Different from Above) _____

Phone Number

An equal employment opportunity educational agency.

Education

Name and Address	Diplomas or Credits Earned	Degrees,	Major
High School: _____			
Undergraduate Institution: _____			
Graduate School or Other: _____			

Business School: _____			
List awards and honors while in school: _____			

Are you now a candidate for a degree? _____	Type and date to be granted _____		
Professional Association Memberships: _____			

Professional Educational Positions

This section to be completed by candidates for professional educational positions **ONLY**. All other candidates should omit this section and move on to Employment Record section on the next page.

Certification: Professional certificates for Pennsylvania are issued by the Division of Teacher Certification, Department of Education, Harrisburg, PA. Applicants requiring state certification are to answer the following questions:

Exact title of Pennsylvania certificate held: _____ Type Code No.: _____

Date issued: _____

List exactly the subjects which appear on your PA certificate: _____

Applicants who have not received a Pennsylvania certificate should indicate their status with respect to securing Pennsylvania certification: _____

If certification was issued by a state other than Pennsylvania, indicate name of state, type of certificate, date issued, and subjects certified to teach: _____

Status of Praxis Test:

Test scheduled, Date of Test/Retest: _____

Passed Test, Date of Test: _____

Student Teaching:

Name of School District	Address	Grade and Subject	Date of Service From	To
_____	_____	_____	_____	_____

Teaching Experience: (Include only full-time experience):

Name of School District	Address	Grade and Subject	Date of Service From	To
_____	_____	_____	_____	_____

Employment Record

Starting with PRESENT or MOST RECENT, list all previous employment. Include self-employment, summer, and part-time jobs. Attach a separate sheet if necessary.

Company Name and Business Address	Dates	Position and Supervisor
Name: _____ Address: _____	From: _____ To: _____	Position: _____ Supervisor: _____
Name: _____ Address: _____	From: _____ To: _____	Position: _____ Supervisor: _____
Name: _____ Address: _____	From: _____ To: _____	Position: _____ Supervisor: _____

Have you worked for Intermediate Unit 13 before? Yes No If yes, when? _____
Have you applied before? Yes No If yes, when? _____
Do you want to work: Full-time Part-time Specify days and hours if part-time: _____

References

Professional Applicants:

List at least three references, including superintendents and principals under whom you have worked and who have firsthand knowledge of your experience or teaching ability. Inexperienced applicants should list names of college faculty members including supervisor of student teaching.

Other Applicants:

At least three references including persons under whom you have worked who have firsthand knowledge of your experience.

Name	Position/Organization	Address/Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____

General Information

- Are you employed now? _____ Present Position: _____
Salary: _____
- Reason for interest in changing position: _____
- May we contact your present employer at this time? _____
- Indicate when you could come for a personal interview if one is requested: _____
- When will you be available for placement? _____
- Were you ever discharged or asked to resign from a position? Yes No
If yes, attach a separate sheet and provide details.
- Have you ever been convicted of a criminal offense? Yes No If yes, attach a separate sheet and provide details.
- Have you ever been listed in a founded or indicated report of child abuse in Pennsylvania or any other venue?
 Yes No If yes, attach a separate sheet and provide details.

continued on next page...

General Information (continued)

9. No applicant for part-time or full-time regular employment who would be under the direct or indirect authority or supervision of a relative shall be employed by the Intermediate Unit. A relative is defined as parent, foster parent, parent-in-law, child, spouse, brother, foster brother, sister, foster sister, grandparent, grandchild, brother-in-law, sister-in-law, son-in-law, nephew, niece, and first cousin.

Please list any of your relatives, as defined above, who are currently employed by Lancaster-Lebanon Intermediate Unit 13.

Name	Position/Organization	Address/Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Statement of Applicant

My signature below authorizes the Intermediate Unit to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information and without limitation hereby release the Intermediate Unit and the reference source from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follow: local police authorities, information from the Central Repository (PA State Police) or National Crime Information Center of either data on all criminal convictions or certification that no data on criminal convictions are maintained, information from the Pennsylvania or other State Department of Welfare Child Protective Services Unit and any Jurisdiction to which they may refer for release of information pertaining to any findings of child abuse or neglect investigations involving me.

Furthermore, I certify that I have made true, correct, and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission or false-answered statement made by me on this application or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with the Intermediate Unit.

Date: _____ Signature of Applicant: _____

All applications will be kept in the active file for one year.

All applications must be returned to:

Human Resources Department
Lancaster-Lebanon Intermediate Unit 13
1020 New Holland Avenue
Lancaster, Pennsylvania 17601

For Human Resources Department Use Only

Notes: