

# APPLICATION FOR EMPLOYMENT

## HUNTINGDON AREA SCHOOL DISTRICT

2400 Cassady Avenue, Suite 2  
Huntingdon, PA 16652  
814-643-4140

Date: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

We believe in the principles of equal opportunity and fully intend to fulfill our obligations. No person seeking employment with us shall be subject to either adverse or preferential treatment on the basis of race, color, religion, sex, age, national origin or handicap.

Name \_\_\_\_\_  
Last First Middle

Social Security No. \_\_\_\_\_

Present Address \_\_\_\_\_  
No. Street City State Zip Code

Telephone Number \_\_\_\_\_

How did you learn of this opening? \_\_\_\_\_

Have you worked for us before? \_\_\_\_\_ If yes, when? \_\_\_\_\_

Do you want to work \_\_\_ Full-Time or \_\_\_ Part-Time or \_\_\_ Substitute? If part-time, specify days and hours \_\_\_\_\_

If hired, when will you be available for work? \_\_\_\_\_

Do you have a reliable method of transportation to get to work? \_\_\_\_\_

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status or the presence of a non-job related medical condition or handicap.

## APPLICANT AFFIRMATIVE ACTION FORM

The federal government requires that an employer maintain records on the sex, ethnicity and handicapped status of its applicants. See Uniform Guidelines on Employee Selection Procedures, 29 C.F.R. ss 1607 et seq., 41 C.F.S. ss 60-3.1 et seq. (1978). In order to comply with these requirements, Huntingdon Area School District requests that you supply the information sought below. The information is for record keeping and affirmative action purposes only and will not in any way affect employment decisions. The questionnaire will be kept separately from your application and submission of the information is VOLUNTARY.

Position applied for \_\_\_\_\_

Gender (Check one):     male                       female

Race/Ethnic Group  
(Check one)                       Black                       White                       Hispanic  
  
    Asian/Pacific Islander     American Indian/Alaskan Native

### NOTICE TO DISABLED VETERANS, VIETNAM ERA VETERANS, AND INDIVIDUALS WITH PHYSICAL OR MENTAL HANDICAPS.

Government contractors are subject to 38 USC 2012 of the Vietnam Era Veterans Readjustment Act of 1974 which requires that they take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era, and Section 503 of the Rehabilitation Act of 1973, as employment qualified handicapped individuals. The information is voluntary and confidential.

Check if any of the following applies:                       Handicapped person  
  
    Vietnam Era Veteran                       Disabled Veteran

In conformity with applicable laws, Huntingdon Area School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, sex, age, marital status, national origin, physical or mental handicap.

**TO THE APPLICANT:** Do not answer the following questions in this blocked section unless the employer checked the line next to the question, thereby indicating the requested information is necessary for a bona fide occupational qualification, national security or other legally permissible reasons.

Are you over 18 years of age?  If no, employment is subject to verification that you are of minimum legal age.

Please indicate when you attended school: Elementary from \_\_\_\_\_ to \_\_\_\_\_  
High School from \_\_\_\_\_ to \_\_\_\_\_, College from \_\_\_\_\_ to \_\_\_\_\_

Number of Dependents \_\_\_\_\_ Are you a U.S. Citizen? \_\_\_\_\_  
(self included)

Have you ever been bonded? \_\_\_\_\_. If yes, on what jobs? \_\_\_\_\_

Have you been convicted of a crime in the past ten years, excluding misdemeanors and traffic violations? \_\_\_\_\_. If so, please explain in full \_\_\_\_\_

\_\_\_\_\_

If you have a military reserve status, provide number of active duty days per year: \_\_\_\_\_

Do you have any physical handicaps which would prevent you from performing the types of work required for the job which you are applying? \_\_\_\_\_

If yes, describe the handicap(s) and work limitations \_\_\_\_\_

Employer may ask other bona fide occupational questions below: \_\_\_\_\_

### EDUCATION

	Name and Address of School	Circle Last Year Completed	Graduated (Yes/No)	Degree	Major
Elementary		6 7 8 9			
High School		10 11 12			
College		1 2 3 4			
Other					

Average High School Grades: A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_ D \_\_\_\_\_

Final College Grade Point Average \_\_\_\_\_ Out of Possible \_\_\_\_\_

Explain any additional schooling or specialized training not covered above \_\_\_\_\_

### MILITARY SERVICE

Branch	From Mo./Yr.	To Mo./Yr.	Rank At Separation	Duties or Specialty

Have you ever had any schooling under the G.I. Bill of Rights? \_\_\_\_\_

If yes, please describe \_\_\_\_\_



**APPLICANT - DO NOT WRITE ON THIS PAGE**

**INTERVIEWS**

Interviewer	Date	Comments

**TEST RESULTS**

Tests Administered	Date	Raw Score	Rating	Interpretation and Comments

**REFERENCE CHECKS**

Reference	Person Checking Reference	Comments

Accepted for employment? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes: Starting Rate \_\_\_\_\_ per \_\_\_\_\_; Starting Date \_\_\_\_\_; Shift \_\_\_\_\_

Position \_\_\_\_\_ Dept. \_\_\_\_\_ I.D. No. \_\_\_\_\_

Employed by \_\_\_\_\_ Approved by \_\_\_\_\_

If no: Should applicant be considered for future openings? \_\_\_\_\_ Yes \_\_\_\_\_ No

Explain \_\_\_\_\_