

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 _____

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 _____