



BALDWIN-WHITEHALL SCHOOL DISTRICT

4900 Curry Road
Pittsburgh, PA 15236-1817
412-884-6300

OFFICE USE ONLY	
Date Received	
Date Recorded	

APPLICATION FOR EMPLOYMENT

Position Applied for (check those applicable): _____ Date of Application _____

- Secretary
- Paraprofessional- Student Assistance
- Noon-Time Aide
- Other (Specify: _____)
- Custodian
- Maintenance
- Food Service/Cafeteria
- Stockperson-Food Service
- Mechanic
- Bus Driver
- Bus Attendant

The Baldwin-Whitehall School District considers all applicants for employment without regard to race, color, religion, sex, national origin, age, handicap, or disability, or status as Vietnam-era or special disabled veteran in accordance with federal law. In addition, the Baldwin-Whitehall School District complies with all applicable state laws prohibiting discrimination in employment.

PERSONAL INFORMATION

Last Name	First Name	Middle Name	Social Security No.
Address		City	State Zip Code
Phone Number	Cell Number	Alternate Contact #1	Email

Are you over the age of 18? Yes No* *If no, state your age _____

If under 18, do you have working papers? Yes No

Are you available to work: Full Time Part Time* (on-call-as-needed)

*If part time, specify days and hours available: _____

Are you willing to work overtime as necessary? Yes No

When are you willing to work? First Shift Second Shift Third Shift

Have you ever been employed by the Baldwin-Whitehall School District? Yes* No

*If yes, please indicate position and dates: _____

Is there anything that would prevent you from performing in a reasonable and safe manner the activities involved in the position for which you have applied?

Yes* No
*If yes, please explain below:

Have you ever been convicted of a crime?

Yes* No
*If yes, please explain below:

Note: A conviction record will not necessarily be a ban to employment. This information will be used only for job related purposes and only to the extent permitted by applicable law. Applicants must submit an Act 34 Criminal History Record Check, Act 114 of 2006 Federal Criminal History Record Check, and an Act 151 Child Abuse Check as required by Pennsylvania law (see instructions in packet).

Do you have the legal right to work and remain in the United States?

Yes No*
*If no, please explain below:

Do you have any Family Members employed by the Baldwin-Whitehall School District?

Yes* No
*If yes, please list names below:

Family Member shall mean parent, step-parent, grandparent, siblings, spouse, children, step-children, grandchildren, uncle, aunt, niece, nephew, first cousin, domestic partner, or the current spouse of any of the foregoing, i.e. in-laws.

RECORD OF EDUCATION

School Name	School Address	Course of Study	Number of Years Attended	Did you Graduate?	State Diploma or Degree Received
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MILITARY SERVICE RECORD

Have you ever served in the U.S. Armed Forces?

Yes* No

*If yes, please attach a copy of your DD214 and list your duties in the service, including special training which is relevant to the position for which you have applied:

SKILLS

List all experiences, skills, or abilities which you feel qualify you to work in the position for which you have applied:

Do you have a driver's license? Yes* No

*If yes, provide: Issuing State License Number Type

PRIOR WORK HISTORY

(List in order, last or current employer first. Account for any gaps in your employment.)

Dates From – To	Employer Name, Address, and Phone No.	Rate of Pay Start – Finish	Name/Title of Supervisor	Reason for Leaving
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(Note: If you need additional room to complete your prior work history, please attach additional sheets of paper.)

PERSONAL REFERENCES

(exclude relatives)

Name and Occupation	Dates Known	Address	Telephone No.
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1.

2.

3.

PREEMPLOYMENT STATEMENT

(Please read and sign the statement below.)

I understand and agree that:

1. The information which I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during interviews, can be justification for refusal of employment, or, if employed, termination from the Baldwin-Whitehall School District's employ.
2. Any offer of employment I may receive from the Baldwin-Whitehall School District is contingent upon my successful completion of the school district's total preemployment screening process, including the school district's receiving references which it considers satisfactory, and my satisfactory completion of any preemployment physical examination which may be required.
3. I understand that as a condition of employment, I may be required to undergo and successfully pass a screening test for alcohol and/or drugs.
4. In processing my application for employment, the school district may verify all the information provided by me.
5. I understand that prior to my employment by the school district, I must submit the original of the following documents:
 - a. Federal Criminal History Record (fingerprinting) – (Act 114 of 2006)
 - b. PA State Police Criminal History Clearance (Act 34)
 - c. Child Abuse History Clearance (Act 151) – Form CY-113
6. I authorize and request that all of my present and former employers and those individuals I have listed as personal references furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to your qualifications for employment, hereby releasing them from any and all liability for damages rising from furnishing the requested information.
7. In consideration of my employment, I agree to comply with the policies, rules, regulations, and procedures of the Baldwin-Whitehall School District and understand that all hours, compensation, and terms and conditions of my employment are subject to the provisions of the collective bargaining agreement in effect at the time of my employment.

Signature _____ Date _____