



Pymatuning Valley Local School District

APPLICATION FOR EMPLOYMENT

Please print or type all information except signature.

Non-Discrimination Policy: Pymatuning Valley School District is committed to the principle of equal opportunity in education and employment. The District does not discriminate on the basis of sex, race, color, creed, national origin, age, religion, sexual orientation, gender identity, gender expression, veteran status, or disability in admission to, access to, treatment in, or employment in its programs and activities.

GENERAL INFORMATION

Date _____

Position(s) Applied For _____

Referral Source Newspaper Friend Relative Employment Agency Walk-in Other _____

Name _____ SSN _____
Last First Middle

Address _____
Number Street City State Zip

Home Telephone (____) _____

Cell Phone (____) _____ E-mail address _____

Have you ever filed an application here before? Yes No If yes, give date _____

Have you ever been employed here before? Yes No If yes, give date _____

Are you currently employed? Yes No If yes, may we contact your employer? Yes No

Are you legally permitted to work in the United States? Yes No If no, do you have a valid work permit? Yes No
 (Proof of citizenship or immigration status may be required upon employment)

Employment desired: Full-Time Part-Time Willing to Substitute When are you available for work? _____

Do you have any relatives/friends employed by PV Schools? If so, who? _____

EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	COMPLETED (YES or NO)	MAJOR & DEGREE
High School				
College				
Other				

COMPUTER SKILLS (Only for positions which require computer skills)

Check off those computer skills with which you are proficient (any version).

- | | | | | |
|---|--|--|---|---|
| <input type="checkbox"/> PC User | <input type="checkbox"/> Macintosh User | <input type="checkbox"/> Windows | <input type="checkbox"/> Microsoft Word | <input type="checkbox"/> Microsoft Access |
| <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Microsoft Publisher | <input type="checkbox"/> Web Page Design/
Maintenance | <input type="checkbox"/> E-mail | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Other. Please list _____ | | | | |

OTHER SPECIAL SKILLS

Please list other special skills you may have, e.g., fluency in other languages, licenses, special training required for the position for which you are applying, etc.

DRIVER'S LICENSE (Only for positions which require driving)

Do you have a driver's license? Yes No Expiration date _____

Driver's license number _____ State of issue _____ Operator Commercial (CDL) Chauffeur

Have you had any accidents during the past three years? Yes No How many? _____

Have you had any moving violations during the past three years Yes No How many? _____

MILITARY

Are you a veteran of the United States military service? Yes No If yes, what branch? _____

If yes, Date Entered _____ Date Discharged _____

If yes, please describe any special skills or training acquired while in the service:

WORK EXPERIENCE
Please list your work experience beginning with your **most recent** job. If you were self-employed, give firm name. Attach additional sheets if necessary.

Most Recent Employer	Dates Employed From: _____ To: _____	Work Performed
Address	Supervisor	
Job Title	Reason for Leaving	

Employer	Dates Employed From: _____ To: _____	Work Performed
Address	Supervisor	
Job Title	Reason for Leaving	

REFERENCES
Please list two references other than relatives or previous employers.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
Telephone (____) _____	Telephone (____) _____

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. This company is hereby authorized to make any investigations of my prior educational and employment history.

I understand that employment at this company is "at will," which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis.

Signature of applicant

Date

FOR OFFICE USE ONLY

Date of Board Approval as: F/T Employee _____ Substitute _____