



Conestoga Valley School District
2110 Horseshoe Road
Lancaster, PA 17601

APPLICATION FOR EMPLOYMENT

Dear Applicant:

Thank you for your interest in Conestoga Valley School District. Please make sure your answers are complete and accurate. Information provided in the application is confidential.

The Conestoga Valley School District is an EQUAL OPPORTUNITY INSTITUTION. We consider all applicants without regard for race, religion, gender, veteran status, or disability. We are in accordance with all applicable state and federal laws. For additional information, contact the district office.

The school district considers all applicants who possess the ability to perform the essential functions of the job for which they have applied – with or without reasonable accommodations. Should reasonable accommodations be required during the interview process, please inform us so that we can oblige your request.

Send your application to the following address:

Conestoga Valley School District
2110 Horseshoe Road
Lancaster, PA 17601
ATTN: Human Resources

PLEASE TELL US FOR WHICH JOB YOU ARE APPLYING

1. What is the exact job you are applying for?
(For example: secretary, nurse, coach, play
assistant, etc.)

2. I want to work:

_____ Full Time _____ Part Time

_____ Summers _____ Substitute

PERSONAL INFORMATION

Today's Date: _____

Address:

Name:

(street address)

(last, first, middle initial)

(city, state, zip)

Email:

Telephone:

EDUCATION

Name of Institution	Location	Years Attended	Date Graduated	Subject Studied	Degree
High School:					
College:					
Trade, Business, Correspondence School:					

WORK EXPERIENCE

Please tell us where you have worked. List the last four (4) employers, starting with the most recent. Be sure to give the dates of employment.

Date (from-to)	Name of employer	Address	Position & Duties	Reason for Leaving	Immediate Supervisor	Telephone

Please answer the following questions:

- Have you ever been involuntarily terminated by another employer? Yes _____ No _____
 If so, give name of employer: _____
 Explain the circumstances: _____
- Explain any gaps in employment? _____
- Have you been in the military service? _____
 If so, what branch? _____
 Served from: _____ To: _____ Duties: _____
- Are you presently employed? Yes ___ No ___ Where? _____
- Have you ever been convicted of (or pled guilty or no contest to) a felony or misdemeanor?
 Yes _____ No _____
- Do you know anyone who is currently employed by Conestoga Valley School District, and if so, who?

- Have you ever applied for employment with Conestoga Valley School District before? Yes ___ No ___

8. How do you plan to get to work? _____

9. Have you ever been disciplined for safety violations? Yes ____ No ____

10. Have you ever been disciplined for attendance? Yes ____ No ____

11. Do you intend to maintain your present employment if hired by Conestoga Valley School District and, if so, the hours? _____

12. Would you be able to work overtime? _____

13. Are you currently on layoff and subject to recall? _____

REFERENCES

To be considered for employment by Conestoga Valley Schools, you must provide three references. If you are presently employed, one of those references must be your present supervisor. The other two should be able to vouch for your character, dependability, and ability to do the work required. They may be members of the supervisory staff of your present employer. Do not include relatives. If not presently employed, use your last supervisor.

May we contact prior employers if you receive an interview? Yes ____ No ____

Name	Address	Business Telephone	Years Acquainted	Person's Title/Job

APPLICANT'S STATEMENT OF VERIFICATION AND AUTHORIZATION

I certify that the statements indicated herein are true and correct to the best of my knowledge. I understand that falsifications or omission of any information during the application process could result in termination of my employment. I also understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between Conestoga Valley School District and myself. I also understand that if I am hired, my continued employment shall be at the will of the Conestoga Valley School District and may be terminated at any time by either party. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon the Conestoga Valley School District unless made in writing.

I understand that, if offered employment, I must submit to a comprehensive physical examination by a designated physician. That examination will include a drug test and a tuberculosis test. Any offer may be withdrawn if an applicant fails the examination or drug test. All candidates for a given position will have the same examination. I also understand that, if accepted for employment, I shall abide by all the rules and policies of the Conestoga Valley School District.

Signature: _____ Date: _____

This application expires 366 days from date of signature.

