



General McLane School District

NON-INSTRUCTIONAL APPLICANT CHECKLIST (REQUIRED)

Please be sure to include all of the required paperwork when submitting your application. Incomplete packets will not be considered. Clearances are not required until recommendation to the Board, which is the final stage of the hiring process.

- Application Packet
- Four clearances
 - Criminal Background Check (May be up to five years old)
 - Child Abuse Clearance (May be up to five years old)
 - FBI Fingerprint Clearance (May be up to five years old)
 - PDE Form 6004
- Act 168 Sexual Misconduct / Abuse Release Form
- Act 126 Mandated Reporting Certificate
- Resume (optional)
- Cover Letter (optional)
- The State Personnel Health Record is not required upon time of application, but will be required if selected.
- Are you related to any current or former District employees?***
(Board Policy #304.1)
Yes No If so, who: _____
- Are you a Veteran?*** Yes No
 - Veterans must provide a legible copy of their DD214(s) to ensure all dates of service as well as character of service (Honorable, General, etc.) appear as required, for the type of preference you are claiming.

Bus Drivers: Please contact General McLane Service Center, 814-273-6900, for additional required paperwork.



APPLICATION FOR NON-INSTRUCTIONAL EMPLOYMENT

DATE OF APPLICATION: _____

POSITION(S) DESIRED (See Attached Job Summaries)

- Clerical Aide, Personal Care Aide, Custodian, Housekeeping, Food Service, Bus Driver, Van Driver, Nursing Services (RN or LPN), Other

Please indicate availability: First Shift (6:00 AM - 5:00 PM), Second Shift (2:00 PM - 12:00 PM), Third Shift (11:00 PM - 7:00 AM), Monday, Tuesday, Wednesday, Thursday, Friday

WORK SCHEDULE(S) DESIRED Full Time, Part Time, Substitute

REQUIRED CLEARANCES:

- Act 34 Criminal Background Check (<5 yrs.), Act 151 Child Abuse Clearance (<5 yrs.), Act 114 FBI Fingerprint Clearance (PDE) (<5 yrs.), PDE-6004 Arrest/Conviction Report, Act 126 Mandated Reporting Certificate, Act 168 Sexual Misconduct/Abuse Release Form

Note: Applicants will not be permitted to work - all clearances are received

Name: Last, First, Middle, Social Security Number

Present Address: Street, City, State, Zip Code, Telephone Number, Cell Phone Number

Driver's License #: _____

Email Address (if applicable): _____

EDUCATIONAL BACKGROUND

Table with 5 columns: School or Institution and Location, Major/Minor, Years Completed, Diplomas/Degrees/Certificates Earned. Rows include High School, College/University, Extension Course, and Other.

EXPERIENCE (Present or most recent first)

Dates	Name of Employer and Address:	Your Title:
From		Reason For Leaving:
	Phone Number:	
To	Work Performed:	
Name & Title of Supervisor		Final Hourly Rate:

Dates	Name of Employer and Address:	Your Title:
From		Reason For Leaving:
	Phone Number:	
To	Work Performed:	
Name & Title of Supervisor		Final Hourly Rate:

Dates	Name of Employer and Address:	Your Title:
From		Reason For Leaving:
	Phone Number:	
To	Work Performed:	
Name & Title of Supervisor		Final Hourly Rate:

Dates	Name of Employer and Address:	Your Title:
From		Reason For Leaving:
	Phone Number:	
To	Work Performed:	
Name & Title of Supervisor		Final Hourly Rate:

REFERENCES

References should include one character/personal and three work related professionals who have first-hand knowledge of your professional competence and your personal qualifications.

Name	Position	Address	Telephone

Are you able to perform all duties of the position(s) applied for physically and mentally? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have reliable transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No

OTHER QUALIFICATIONS

Summarize special job related skills and qualifications acquired from employment or other experiences (including U.S. military service) and/or state any additional information you feel may be helpful in considering your application, i.e. honors, awards, activities, technology skills or professional development activities.

GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer "yes" to any question, you must list **all** offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is **not** a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate, which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal offense? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever forfeited bond or collateral in connection with a criminal offense? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently under charges for a criminal offense? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Within the last ten years, have you been fired from any job for any reason? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Within the last ten years, have you quit a job after being notified that you would be fired? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you subject to any visa or immigration status that would prevent lawful employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	

NOTE: If you answered "yes" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet, and include your social security number.

BUS AND VAN DRIVER APPLICANTS ONLY

Commercial Driver's License <input type="checkbox"/> Yes <input type="checkbox"/> No	"S" Endorsement <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you had any type of vehicle accident in the past three (3) years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been convicted of a moving traffic violation in the past three years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has your driver's license ever been suspended or revoked?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of driving under the influence of alcohol or drugs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any history of heart trouble?	<input type="checkbox"/> Yes <input type="checkbox"/> No

NOTE: If you answered "yes" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet, and include your social security number.

ACT 34 OF 1985 AND ACT 24 OF 2011 – Background Check of Prospective Employees

Prior to employment, each Pennsylvania resident must submit a report of Criminal History Record Information from the Pennsylvania State Police, <https://epatch.state.pa.us/>, or a statement from the Pennsylvania State Police that the State Police Central Repository contains no such information relating to that person. Each out-of-state applicant must submit with his/her application for employment a federal criminal record history from the Federal Bureau of Investigation. The criminal record history report must be no more than **five (5) years old**.

ACT 151 OF 1994 – Pennsylvania Child Abuse History Clearance

Prior to employment, each candidate must submit an official clearance statement obtained from the Pennsylvania Department of Public Welfare or a statement from the Department of Public Welfare that no record exists. The clearance statement must be no more than **five (5) years old**.

ACT 114 OF 2006 – FBI Criminal History Record – PDE version

Prior to employment, each candidate must provide to the employer a copy of the Federal Criminal History Record (finger-print based background check), https://www.pa.cogentid.com/index_pdeNew.htm. The record statement must be no more than **five (5) years old**.

PDE-6004 – ARREST/CONVICTION REPORT AND CERTIFICATION FORM

Prior to employment, each candidate must fill out a PDE-6004 Arrest/Conviction Report and Certification Form, <http://www.generalmcclane.net/wp-content/uploads/2016/03/PDE-6004-Arrest-or-Conviction-form.pdf>.

ACT 168 OF 2014 – SEXUAL MISCONDUCT/ABUSE RELEASE FORM

Prior to employment, each candidate must fill out a release form for each current/previous employer that involved any contact with children.

ACT 126 OF 2012 – MANDATED REPORTING CERTIFICATE

Prior to employment, each candidate must receive Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania Training. Online training is available to obtain this certificate, https://reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id= 2 1

CERTIFICATION AND RELEASE AUTHORIZATION

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of the General McLane School District may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to this school district. I further authorize these officials to investigate my background, now or in the future, to verify the information provided and to release from liability all persons and/or entities supplying information regarding my background.

If applying for a bus or van driver position, I further acknowledge that the General McLane School District may consider my Driver Abstract Record from the Pennsylvania Department of Transportation as part of my application for employment.

However, I do not authorize the production of medical records or other information which would tend to actually identify a disability, nor do I authorize inquiries which would include information related to any medical condition or medical history. Further, I do not waive any rights which I may have under state or federal law related to my right to challenge the disclosure of unlawful or inaccurate information, whether by the school district or by entities or persons providing such information to the school district, including any and all claims concerning allegations of employment discrimination because of race, color, sex, religion, national origin, ancestry, age or disability.

Date

Signature of Candidate
(must be in ink & original)

Pennsylvania school districts shall not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the school district.

TYPICAL NON-INSTRUCTIONAL JOB DUTIES

The General McLane School Board members vote to approve/deny applicants for employment at their regular monthly meeting. Although the Board may, at its discretion, provisionally approve an applicant for employment, no applicant will be permitted to start work until ALL clearances are received and approved. The following job summaries briefly describe the duties you might expect if you are called.

CLERICAL AIDE: Hours might be between 7:45 AM and 2:45 PM at the high school and middle school, or between 8:45 AM and 3:45 PM at the elementary schools. Duties include answering phones, student attendance, data entry, typing, copying, and filing with close attention to detail.

PERSONAL CARE AIDE: Hours might be between 7:45 AM and 2:45 PM at the high school and middle school, or between 8:45 AM and 3:45 PM at the elementary schools. Duties include assisting individual student with behavior, mobility and personal hygiene to enable education.

CUSTODIAN: Hours might be between 7:00 AM and 3:30 PM, 3:00 PM and 11:30 PM or 11:00 PM and 7:30 AM. There are also opportunities for extra work for snow removal and summer projects. Duties include cleaning of hallways, lobbies, restrooms, locker rooms, gyms and offices with close attention to detail. All cleaning equipment is supplied and each custodian will be instructed on cleaning procedures. Duties also include events setup and assisting with deliveries.

HOUSEKEEPER: Hours usually are between 2:30 PM and 7:30 PM at the high school and middle school or between 3:30 PM and 7:30 PM at the elementary schools. Duties include cleaning of classrooms, restrooms and offices with close attention to detail. All cleaning equipment is supplied and each housekeeper will be instructed on cleaning procedures.

FOOD SERVICE: Hours might be between 7:00 AM and 3:00 PM at the high school and middle school or between 8:00 AM and 1:30 PM at the elementary schools. Duties include food preparation, serving, restocking, wiping tables and dishwashing as directed by the Head Cook.

BUS/VAN DRIVER: Hours may range between 6:30 AM and 9:00 AM and between 2:30 PM and 5:00 PM. Other trips may also be scheduled during the day, evening and Saturday. Duties include pre and post trip inspections, record keeping, cleaning and operating district provided vehicles.

NURSE: Hours might be between 7:45 AM and 2:45 PM at the high school and middle school or between 8:45 AM and 3:45 PM at the elementary schools. Duties include basic nursing duties. First-Time Emergency School Nurse Certification must be obtained with our Board Secretary as a new hire if you wish to be considered as a Certified School Nurse Substitute.

FOR GENERAL McLANE SCHOOL DISTRICT USE ONLY

Date of Hire _____
Position _____
Location _____
App. Complete _____
Copy Sent To _____