

APPLICATION FOR: School Nurse, Secretarial, Cafeteria, Custodial, or Security Positions:

Thank you for applying to Southmoreland School District.

Administrative Staff includes:

Mr. Vince Mascia, Superintendent

Mr. Dan Krofcheck, Sr. High Principal

Mrs. Tracey Kuchar-Long, Middle School Principal

Mr. Dan Clara, Elementary & Primary Center Principal

Mrs. Vicki Capone, Food Service Director

Mr. Charlie Swink, Transportation Director

, Working Physical Plant Director

You will need to provide us with copies of the following forms:

All Clearances must be no more than ONE year old and if applying for a Day to Day substitute position, you must apply for clearances for the purpose of Employment, we cannot accept volunteer clearances.

Criminal Background check

Child Abuse Clearance

Federal Criminal History Background Check, **prior** to going to a designated fingerprint site you must register online- Service Code 1KG6XN

Arrest/Conviction Report and Certification Form

Nepotism Prevention Declaration

Employment Eligibility Verification I-9 available on Department of Homeland Security webpage.

When your clearance forms come back to you in the mail, please bring us your application, along with your clearances, a copy of your driver's license and social security card, along with a copy of a recent (no more than a year old) negative TB test result and Nepotism Prevention Declaration.

Any questions, please contact Peggy - 724-887-2005 or email: tarasanp@southmoreland.net

Any questions regarding Cafeteria, please contact Mrs. Ellenberger – 724-887-2015.

Any questions regarding Custodial information, please contact Mrs. Geyer - 724-887-2036.

SOUTHMORELAND SCHOOL DISTRICT
Middle School Office Complex
200 Scottie Way, Scottsdale, PA 15683
724-887-2005

**APPLICATION FOR – NON PROFESSIONAL PERSONNEL
SCHOOL NURSE SUB, SECRETARIAL, CAFETERIA, SECURITY,
CUSTODIAN POSITIONS OR VAN DRIVERS**

NAME _____ Social Security No. _____

ADDRESS _____ Date of Birth _____

_____ Telephone Number(s) _____

EMAIL ADDRESS: _____

Position(s) you are applying for: _____

When are you available for work? _____

Educational Background: High School Graduate? _____ Year Graduated: _____

Vocational School, Trade School, Business School or College attended _____

Area of Specialization or Degree: _____

Special Skills: _____

Experiences:

Employer	Length of Service	Job Description
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Military Services – If any, give branches of service, dates and job related experiences: _____

References: Please list at least three people, include their name, address, phone number, who can attest to your character, effectiveness and ability as related to the position of which you are applying:

Date: _____ Signature _____

Please attach a copy of your current Act 34, Act 151, Federal Background Check, Nepotism Declaration, Arrest/Conviction Report and Certification Form, Copy of your driver's license and social security card (I-9), Proof of negative TB test result. **All clearances and TB result must be no older than one year.**
Note-Prospective employees of the Southmoreland School District will receive consideration without discrimination because of race, religion, color, sex, age, national origin or disability. EOE

SOUTHMORELAND SCHOOL DISTRICT
Middle School Office Complex
200 Scottie Way
SCOTTDALE, PA 15683
724-887-2005

NEPOTISM PREVENTION DECLARATION

The Nepotism Policy of the Southmoreland School District pertains to the employment of persons by the Board of Directors. All applicants are required to read the policy and answer the questions below.

1. I have read and understand the Nepotism Policy of the Southmoreland School District.
 Yes No

2. I have a relative(s) who is either an employee of the Southmoreland School District as defined in the Southmoreland School District Nepotism Policy.
"Relative" to be defined.
 Yes No

3. If "Yes", to whom are you related?

Name of Relative

Relationship to You

I declare that my responses are true to the best of my knowledge.

Signature

Date

ARREST/CONVICTION REPORT AND CERTIFICATION FORM
(under Act 24 of 2011 and Act 82 of 2012)

Section 1. Personal Information

Full Legal Name: _____

Date of Birth: ____/____/____

Other names by which you have been identified: _____

Section 2. Arrest or Conviction

By checking this box, I state that I have NOT been arrested for or convicted of any Reportable Offense.

By checking this box, I report that I have been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §§1-111(e) or (f.1) ("Reportable Offense(s)"). See Page 3 of this Form for a list of Reportable Offenses.

Details of Arrests or Convictions

For each arrest for or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the offense for which you have been arrested or convicted, the date and location of arrest and/or conviction, docket number, and the applicable court.

Section 3. Child Abuse

By checking this box, I state that I have NOT been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

By checking this box, I report that I have been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

Section 4. Certification

By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.

Signature

Date

LIST OF REPORTABLE OFFENSES

- **A reportable offense enumerated under 24 P.S. §1-111(e) consists of any of the following:**

- (1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:

<ul style="list-style-type: none"> ▪ Chapter 25 (relating to criminal homicide) ▪ Section 2702 (relating to aggravated assault) ▪ Section 2709.1 (relating to stalking) ▪ Section 2901 (relating to kidnapping) ▪ Section 2902 (relating to unlawful restraint) ▪ Section 2910 (relating to luring a child into a motor vehicle or structure) ▪ Section 3121 (relating to rape) ▪ Section 3122.1 (relating to statutory sexual assault) ▪ Section 3123 (relating to involuntary deviate sexual intercourse) ▪ Section 3124.1 (relating to sexual assault) ▪ Section 3124.2 (relating to institutional sexual assault) ▪ Section 3125 (relating to aggravated indecent assault) ▪ Section 3126 (relating to indecent assault) ▪ Section 3127 (relating to indecent exposure) ▪ Section 3129 (relating to sexual intercourse with animal) ▪ Section 4302 (relating to incest) ▪ Section 4303 (relating to concealing death of child) 	<ul style="list-style-type: none"> ▪ Section 4304 (relating to endangering welfare of children) ▪ Section 4305 (relating to dealing in infant children) ▪ A felony offense under section 5902(b) (relating to prostitution and related offenses) ▪ Section 5903(c) or (d) (relating to obscene and other sexual materials and performances) ▪ Section 6301(a)(1) (relating to corruption of minors) ▪ Section 6312 (relating to sexual abuse of children) ▪ Section 6318 (relating to unlawful contact with minor) ▪ Section 6319 (relating to solicitation of minors to traffic drugs) ▪ Section 6320 (relating to sexual exploitation of children)
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- (2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act."
- (3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:
 - the United States; or
 - one of its territories or possessions; or
 - another state; or
 - the District of Columbia; or
 - the Commonwealth of Puerto Rico; or
 - a foreign nation; or
 - under a former law of this Commonwealth.

- **A reportable offense enumerated under 24 P.S. §1-111(f.1) consists of any of the following:**

- (1) An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.
- (2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.
- (3) An offense under 75 Pa.C.S. § 3802(a), (b), (c) or (d) (relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under 75 Pa.C.S. § 3803 (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.