

ALLEGHENY INTERMEDIATE UNIT

475 East Waterfront Drive - Homestead, PA 15120 - (412) 394-5729 - hrweb@aiu3.net

Application for Employment

(Please type)

Position Applying For: _____ Date of Application: _____
 AIU Website PA-Educator Indeed.com

Recruiting Source: _____
 Other: _____ LinkedIn

PERSONAL INFORMATION:

 Last Name First Name Middle Name

 Address Mobile Phone

 City/State Zip Code Home Phone

 Email Address Are you legally authorized to work in the U.S. for any employer?
 Yes No

EDUCATION:

	Name of School and Location	Major/Minor	Diploma, Degree Obtained	GPA
High School				
College/University				
Graduate Study				
Graduate Study				

CERTIFICATIONS AND LICENSES:

List all areas in which you hold a certification. _____ PPID # if applicable _____

 Area of Certification Issuing Body Date Issued

EMPLOYMENT HISTORY:

Please list your employment history beginning with your most recent position. Please account for any service breaks in your employment history. Add additional sheets if required.

Employer _____ Reason for Leaving _____

Position _____ Final Salary _____

Dates of Employment _____
 Work Performed _____

 Name and Title of Supervisor

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Employer _____ Reason for Leaving _____
Position _____ Final Salary _____
Dates of Employment _____
Work Performed _____
Name and Title of Supervisor _____

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Position _____ Final Salary _____
Dates of Employment _____
Work Performed: _____
Name and Title of Supervisor _____

MILITARY EXPERIENCE:

Have you ever served in the Armed Forces? Yes No
Branch _____ From _____ To _____
Rank at Discharge _____ Type of Discharge _____

If discharge is other than honorable, please explain.

PROFESSIONAL REFERENCES:

Please identify three (3) professional references that have first-hand knowledge of your professional abilities and qualifications.

Name Contact Number

Company Years Acquainted

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Name

Contact Number

Company

Years Acquainted

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Years Acquainted

GENERAL BACKGROUND INFORMATION:

You must provide complete answers to all questions. If you answer "Yes" to any questions, you must list all offenses, and for each conviction and disposition, regardless of the date or location of the occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits.

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

A **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, juvenile offenses, any convictions that have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Have you ever been convicted of a criminal offense? Yes No

Candidates must be able to perform the essential functions of the position. Are you aware of any reason you would not be able to perform the duties, with reasonable accommodations, required of the position for which you are applying?

Yes No

Have you ever been fired from any job for any reason? Yes No

Have you ever quit a job in advance of being fired? Yes No

Have you ever been professionally disciplined? Yes No

If you answered yes to any of the above questions, please provided a detailed explanation.

Have you ever participated in the Pennsylvania Public School Retirement System? Yes No

May we contact your current employer? Yes No

Are you related to any Allegheny Intermediate Unit employees?
If yes, please provide their names. Yes No

Date of availability? _____

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ATTESTATION:

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 understand that any misrepresentation of information shall be sufficient cause for the following: (1) rejection of candidacy for employment, (2) withdrawal of any offer of employment, (3) termination of employment.

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 Allegheny Intermediate Unit 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 regards to statements made to this organization. I further authorize these officials to investigate my background, now or in the future, to verify the information provided and release from liability all persons and/or entities supplying information regarding my background. 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 medication 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 organization, including any and all claims concerning allegations of employment discrimination because of race, color, sex, religion, national origin, ancestry, age, or disability.

Candidate Signature _____

Date _____

Allegheny Intermediate Unit does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, ancestry, or any other legally protected classification in its education programs, activities, or employment practices. This policy is in accordance with state and federal laws, including Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Section 204 Regulations of the 1984 Carl D. Perkins Act, the Americans with Disabilities Act of 1990, and the Pennsylvania Human Relations Act.