

**WISSAHICKON SCHOOL DISTRICT**  
**601 Knight Road**  
**Ambler, PA 19002**  
**215-619-8000**  
[www.wsdweb.org](http://www.wsdweb.org)

**SUPPORT STAFF APPLICATION**

**POSITION(S) DESIRED:** \_\_\_\_\_

I am interested in working:    \_\_\_\_\_ Full-time    \_\_\_\_\_ Part-time    \_\_\_\_\_ Substitute

**PERSONAL INFORMATION:**

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_ Date Available: \_\_\_\_\_

\_\_\_\_\_ Telephone: \_\_\_\_\_

**EDUCATION:**

<u>Name &amp; Location</u>	<u>Course of Study</u>	<u>Diplomas/ Degrees</u>	<u>Grade Point Average</u>
High School:			
College:			
Graduate:			

**EMPLOYMENT HISTORY** – List below last three employers, starting with current employer

Position: \_\_\_\_\_ Your Title: \_\_\_\_\_  
Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_ Final Rate of Pay: \_\_\_\_\_  
May we contact them? \_\_\_\_\_ Yes \_\_\_\_\_ No If not, why? \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Position: \_\_\_\_\_ Your Title: \_\_\_\_\_  
Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_ Final Rate of Pay: \_\_\_\_\_  
May we contact them? \_\_\_\_\_ Yes \_\_\_\_\_ No If not, why? \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Position: \_\_\_\_\_ Your Title: \_\_\_\_\_  
Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_ Final Rate of Pay: \_\_\_\_\_  
May we contact them? \_\_\_\_\_ Yes \_\_\_\_\_ No If not, why? \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

**REFERENCES:** Name three (3) persons, other than immediate family members.

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_

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**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 offences 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 that results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18<sup>th</sup> 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? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you currently under charges for a criminal offense? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever forfeited bond or collateral in connection with a criminal offense? \_\_\_\_\_ Yes \_\_\_\_\_ No

Within the last ten years have you been fired from any job for any reason? \_\_\_\_\_ Yes \_\_\_\_\_ No

Within the last ten years, have you quit a job after being notified that you would be fired? . \_\_\_\_\_ Yes \_\_\_\_\_ 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.

I understand that any false answer, statement or representation made by me in this application shall constitute sufficient cause for denial of employment or discharge. I also understand that nothing contained in this employment application or the granting of an interview is intended to create a contract between Wissahickon School District and myself for either employment or for the granting of benefits. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Wissahickon School District until the Board of School Directors' approval.

I understand that, if accepted for employment, I will be required to abide by the rules and polices of the Wissahickon School District and that I will serve a probationary period before being considered a regular employee.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Pennsylvania school districts shall not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, disability, religion, ancestry or any 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.