



Elizabethtown Area School District

APPLICATION FOR EMPLOYMENT

The Elizabethtown Area School District is an equal opportunity employer dedicated to a policy of non-discrimination in all areas of employment. In accordance with this policy, all qualified applicants for employment will be considered without regard to race, color, religion, gender, national origin, citizenship, age, marital status, veteran status, sexual orientation, the presence of a protected disability, or any other legally protected status.

Date of Application: _____

Position Applying For: _____

I. GENERAL INFORMATION

Name (Print) _____
Last First Middle

Street Address _____ Home Phone _____

City, State, Zip _____ Cell Phone _____

E-mail Address _____

Are you legally authorized to work in the United States? Yes No

NOTE: Federal law requires that you provide documents which verify your identity and your eligibility for employment in the U.S. As a condition of employment, you are required to provide such documentation as mandated by law and to sign a form establishing that you are lawfully able to work in the U.S.

Have you previously been employed by the Elizabethtown Area School District? Yes No

Do you have relatives currently employed by the Elizabethtown Area School District? Yes No

If yes, state name _____ and relationship _____

Type of employment desired: Full-Time Part-Time

What days and hours are you available to work? Days _____ Hours _____

Are you available to work all shifts, holidays and weekends or as needed? Yes No

If not, please specify _____

II. OTHER INFORMATION

It is the policy of The Elizabethtown Area School District to select applicants for employment without discrimination because of physical or mental disability or because the applicant is a disabled veteran or a veteran of the Vietnam era in regard for any position for which the individual is qualified. Any applicant for employment who is a disabled veteran or who believes he or she has a disability and would like to be considered under the District's Affirmative Action Program should so inform the Human Resources Department. All such information will be kept confidential and will only be released as necessary.

Were you ever in the U.S. Armed Forces? Yes No

If yes, please answer the following:

Dates Served _____ Branch of Service _____

Were you Honorably Discharged?

Yes No

If no, please explain

Describe service experience if related to position for which you are applying

Have you ever been convicted of, pled guilty to or pled no contest to a misdemeanor or felony crime, excluding traffic violations?

Yes No

If yes, please describe in full, including date(s)

III. EDUCATION

Name of Last High School Attended

City and State

Did You Graduate?

Yes No

Name of College/Technical School Attended

City and State

Did You Graduate?

Yes No

Yes No

Yes No

Degrees, Licenses or Certificates Earned

Major/Subject

What other types of training have you completed? Please provide dates and programs

IV. WORK EXPERIENCE

Beginning with your present or last job, list below the four most recent positions you have held or your employment history for the last ten (10) years, whichever is longer. Please do not omit any previous employment. Please complete this section in its entirety even if you are submitting a separate resume.

Employer Name, Address, & Phone	Dates To: From:	Supervisor
Job Title	Hourly Rate/Salary Starting: Final:	Reason for Leaving
Job Duties Performed		

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Job Duties Performed		

V. REFERENCES

Please list below three employment references whom we may contact for the purpose of obtaining information relating to your previous employment (or education or personal references, if not previously employed).

Name/Position	Organization	Address	Telephone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

AUTHORIZATION AND ACKNOWLEDGEMENT

I hereby give The Elizabethtown Area School District the right to make a thorough investigation into my previous employment, education and references; and I release from all liability all persons, companies and corporations supplying such information. I release, indemnify and hold harmless The Elizabethtown Area School District from and against any and all liability which might result from making such an investigation.

I understand that any false answer, statement or representation made by me in this application shall constitute sufficient cause for discharge. I also understand that nothing contained in this employment application or granting an interview is intended to create an employment contract between The Elizabethtown Area 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 Elizabethtown Area School District unless made in writing. If an employment relationship is established, I understand and agree that it is not for a definite period of time and that I have the right to terminate my employment at any time, for any reason or for no reason, and that The Elizabethtown Area School District retains a similar right.

I understand that, if accepted for employment, it is necessary to abide by all rules and policies of The Elizabethtown School District.

— Checking this box is my indication that I understand and consent to the authorization and acknowledgement above and agree that typing my name below constitutes as a legally binding electronic contract between myself and The Elizabethtown School District.

Date

Signature of Applicant

We prefer that you complete your application on line. However, If you must complete this paper application – please email to Donna Long or US Mail to EASD
Attn. Donna Long
600 East High Street
Elizabethtown PA. 17022

Please feel free to contact the Elizabethtown Area School District Human Resources Department by e-mailing Donna Long at donna_long@etownschoools.org or calling 717.367.1521 with any questions you may have regarding our current openings or the hiring process.