

Applicant
Do Not Write
In This Box
____ Employment
____ References

HANOVER AREA SCHOOL DISTRICT
APPLICATION FOR NON-PROFESSIONAL EMPLOYMENT

Date Rec'd. _____
Position for which applying _____

- CUSTODIAN _____
- CLEANER _____
- FOOD SERVICE WORKER _____
- OFFICE WORKER _____
- HALL MONITOR _____
- AIDE _____
- OTHER: _____
- _____
GROUNDSKEEPER _____
- PERSONAL CARE ASSISTANT _____
- COMPLIANCE OFFICER _____

Full time _____
Part time _____
Per Diem _____
Substitute _____

I. Personal Information

Name Mr. _____
Miss _____
Mrs. _____

Present Address _____

Telephone Number _____ Social Security Number _____

Number of days absent from work during last three (3) years _____

Any sight, hearing, or physical defects _____

Condition of health during last three (3) years _____

Have you ever received compensation for injuries? _____

U.S. Citizen _____ Military Service _____

IN CASE OF EMERGENCY, NOTIFY:

Date Available _____

Acceptable Salary _____

II. Education:

	Name of School	Address	No. of years attended	Date Graduated
Elementary				
High School				
Other				

III. Employment:

List present/last employment first

Employer's Name and Address	Position	From mo./yr.	To mo./yr.	Reason for leaving	Full or Part time	Salary

IV. Reference:

List at least three (3). Do not include relatives or previous employers, present Hanover Area Administrators or Board Members.

Name	Complete Address	Reference's Position

List any friends or relatives working for us.

V. Special Qualifications and Experiences:

I do hereby make application for employment in the Hanover Area School District and assert that the facts set forth in this application and supplemental data are true and complete. I understand that if employed, false statements on this application and supplemental data shall be considered sufficient cause for dismissal.

Signature of Applicant

Date

RETURN THIS APPLICATION TO: HANOVER AREA SCHOOL DISTRICT
 BUSINESS OFFICE, 1600 SANS SOUCI PARKWAY, WILKES-BARRE, PA 18702-2091

APPLICANTS ARE TO REFRAIN FROM CONTACTING PRESENT BOARD MEMBERS OF THE HANOVER AREA SCHOOL DISTRICT.

HANOVER AREA SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

(Revised 1/87)

IMPORTANT MEMO TO NEW EMPLOYEES

According to new state laws, we are required to keep track of all new employees hired after JULY 1, 1994, who have never worked for a Public School District, Area Vocational-Technical School or Intermediate Unit prior to the above date.

_____ YES I HAVE WORKED IN A PUBLIC SCHOOL, VO-TECH, OR I.U. WITHIN THE STATE PRIOR TO JULY 1, 1994.

_____ NO, I HAVE NOT BEEN EMPLOYED IN A PUBLIC SCHOOL, VO-TECH, OR I.U. WITHIN THE STATE PRIOR TO JULY 1, 1994.

PRINT NAME

DATE

Subject: Fingerprint Federal Criminal History Records - Update

Date: Friday, December 1, 2006 9:55 AM

From: Troxel, John M <jtroxel@state.pa.us>

To: <all-lea@lists.cas.psu.edu>

PENN*LINK

UPDATE - FBI Federal Criminal History Records of Prospective Employees
December 1, 2006

Act 114, Section 111 of the Public School Code was amended effective April 1, 2007. All prospective employees of public and private schools, Intermediate Units and area vocational-technical schools, including independent contractors and their employees who have direct contact with children, must provide to their employer a copy of their Pennsylvania State Criminal History Background Check and their Federal Criminal History Record that cannot be more than one year old. This only applies to employees hired on or after April 1, 2007. Employees hired prior to April 1, 2007, are only required to provide this document if they have lived outside of the state for at least two years immediately preceding their application for employment.

The Pennsylvania Department of Education (PDE) is currently updating the procedure for prospective employees to obtain their Federal Criminal History Record and will move to electronic submission of fingerprints to the FBI.

Implementation Timeline

PDE will contract with a competent supplier to establish a combination of fixed and mobile sites to provide adequate services across the Commonwealth. A Request For Proposal (RFP) will be issued by the first week of December 2006. A supplier will be chosen during the month of January 2007. The Commonwealth-wide process will be in place during the month of March 2007. The process and site locations will be communicated during the month of March 2007.

The Process

As proposed, the new process will have each applicant schedule an appointment with the supplier, go to a designated site, pay a fee, and have their digital fingerprints and background information taken. This information will be electronically transmitted to the Pennsylvania State Police, who will in turn submit to the FBI as required by federal statute. PDE will receive the Federal Criminal History Record from the FBI and forward the report to the applicant in a manner similar to that currently in place for out of state applicants requiring a copy of their Federal Criminal History Record. The applicant will then provide the FBI Federal Criminal History Record to their prospective employer. The cost to the applicant and the process timeline from appointment to receipt of report will be established after a supplier is chosen. This information will be provided in a communication in March 2007.

Additional information or questions about this process may be obtained by emailing John Troxel, Deputy Secretary for Administration, at jtroxel@state.pa.us.

John M. Troxel, MBA, C.P.M.
Deputy Secretary and Chief Financial Officer
Office of Administration
Pennsylvania Department of Education

333 Market Street - 10th Floor
Harrisburg, PA 17126-0333
717-772-4789 (Phone)
717-787-7222 (Fax)
jtroxel@state.pa.us

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

COMPLETE SECTION 1 ONLY. PRINT CLEARLY IN INK. ENCLOSE \$10.00 MONEY ORDER ONLY. PAYABLE TO DEPARTMENT OF PUBLIC WELFARE. **DO NOT SEND CASH OR PERSONAL CHECK.**

SEND TO CHILDLINE AND ABUSE REGISTRY, DEPARTMENT OF PUBLIC WELFARE, P.O. BOX 8170 HARRISBURG, PA 17105-8170

APPLICATIONS THAT ARE INCOMPLETE, ILLEGIBLE OR RECEIVED WITHOUT FEE WILL BE RETURNED UNPROCESSED. IF YOU HAVE QUESTIONS CALL 717-783-6211

CHILDLINE USE ONLY

DATE RECEIVED BY CHILDLINE

SECTION I

APPLICANT IDENTIFICATION

IN THIS SPACE PRINT APPLICANT'S FULL NAME AND ADDRESS (DO NOT USE INITIALS)

NAME

STREET

CITY, STATE
ZIP CODE

SOCIAL SECURITY NUMBER

AGE

DATE OF BIRTH

DAYTIME PHONE NO.

SEX

M F

COUNTY YOU LIVE IN

PREVIOUS NAMES USED SINCE 1975 (Include Maiden Name, Nicknames, Aliases)

1. (FIRST, MIDDLE, LAST)

2. (FIRST, MIDDLE, LAST)

3. (FIRST, MIDDLE, LAST)

PURPOSE OF CLEARANCE (Check ONE block ONLY)

CHILD CARE

VOLUNTEERS - A copy of your **PROCESSED** "Request for Criminal Record" (Form SP4-164) must be attached. Out-of-state residents must also attach a copy of their **PROCESSED** FBI clearance (Form FD-258).

CWEP (Community Work Experience Program Participant)

FOSTER CARE

ADOPTION

SCHOOL

SIGNATURE OF CAO REP

CAO PHONE NO.

PREVIOUS ADDRESSES SINCE 1975 (Attach additional pages if necessary)

1.

2.

3.

4.

HOUSEHOLD MEMBERS (List everyone who lived with you at any time since 1975 to the present)

NAME (First, Middle, Last) Do not use initials.	RELATIONSHIP	PRESENT AGE	SEX
1.			
2.			
3.			
4.			
5.			
6.			

I certify that the above information is accurate and complete to the best of my knowledge and belief and submitted as true and correct under penalty of law (Section 4904 of the Pennsylvania Crimes Code).

Applicants are required to show the Administrator the original document. Administrators are required to keep a copy of this child abuse history record on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

APPLICANT'S SIGNATURE

DATE

DO NOT WRITE IN THIS SECTION - CHILDLINE USE ONLY

SECTION II

RESULTS OF HISTORY CHECK

APPLICANT IS **NOT** LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE.

APPLICANT **IS** LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE (SEE BELOW).

STATUS OF REPORT	DATE OF INCIDENT	STATUS OF REPORT	DATE OF INCIDENT
1.		3.	
2.		4.	

VERIFIER

DATE

VERIFIER'S SUPERVISOR

DATE

