



**Michelle Dutrow**  
Superintendent  
516 Allport Cutoff  
Morrisdale PA, 16858  
Phone - 814.345.5615 x 4000  
Fax - 814.345.5220  
[www.westbranch.org](http://www.westbranch.org)

*Michelle Dutrow, Superintendent*

## STANDARD EMPLOYMENT APPLICATION

### PERSONAL INFORMATION:

Name:			
Address	City	State	Zip
Phone Number:	Email Address:		

### POSITION:

Position you are applying for:	Available start date:	Desired pay:
Employment desired: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal / Temporary		
Are you legally eligible to work in the US? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Are you a veteran? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, have you ever received an honorable discharge? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Have you ever been terminated from a position? Yes <input type="checkbox"/> No <input type="checkbox"/> If answer is yes, please explain: _____ _____ _____		

It is the policy of the West Branch Area School District not to discriminate on the basis of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability in its educational programs, activities, or employment. Services and facilities are accessible to and usable by disabled persons as required by Title IX, Section 504 and Title VI.

**EDUCATION:**

School Name	Location	Years attended	Degree received	Major

**REFERENCES:**

Name	Title	Company	Phone	Years known

**EMPLOYMENT HISTORY (start with most recent, please use another page if needed):**

Employer (1)	Job title		Dates employed
Work phone	Starting pay rate / salary		Ending pay rate / salary
Address	City	State	Zip
Reason for leaving			
Employer (2)	Job title		Dates employed
Work phone	Starting pay rate / salary		Ending pay rate / salary
Address	City	State	Zip
Reason for leaving			
Employer (3)	Job title		Dates employed
Work phone	Starting pay rate / salary		Ending pay rate / salary
Address	City	State	Zip
Reason for leaving			

Employer (4)	Job title	Dates employed	
Work phone	Starting pay rate / salary		Ending pay rate / salary
Address	City	State	Zip
Reason for leaving			
Employer (5)	Job title	Dates employed	
Work phone	Starting pay rate / salary		Ending pay rate / salary
Address	City	State	Zip
Reason for leaving			

**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 offenses 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 which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18th 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

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.

**SIGNATURE DISCLAIMER:**

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my employment being terminated.

Name (Please print)	Signature
Date	

It is the policy of the West Branch Area School District not to discriminate on the basis of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability in its educational programs, activities, or employment. Services and facilities are accessible to and usable by disabled persons as required by Title IX, Section 504 and Title VI.