

Record of Employment

<u>Position</u>	<u>Dates of Employment</u>	<u>Employer</u>	<u>Address/Phone</u>

References (Please list the names, addresses, and phone numbers of five professional individuals from whom we may solicit information regarding your potential as an administrator.)

<u>Name</u>	<u>Address/Phone</u>	<u>Length Known</u>	<u>Nature of Association</u>

Professional Organization Memberships (Please list the professional organizations to which you currently hold membership.)

<u>Name of Organization</u>	<u>Type of Membership</u>

Specific Professional Experiences (Please check the experiences that you have had in your professional career.)

- | | |
|---|---|
| <input type="checkbox"/> Department Chairperson | <input type="checkbox"/> Cooperating teacher with a College/University |
| <input type="checkbox"/> Committee participant | <input type="checkbox"/> Member of a negotiating team |
| <input type="checkbox"/> Member of Middle States evaluating team | <input type="checkbox"/> A coach/activity advisor |
| <input type="checkbox"/> Member of a federal program evaluating team | <input type="checkbox"/> Participated in personnel work |
| <input type="checkbox"/> Taught or was an administrator | <input type="checkbox"/> Completed an administrative internship |
| <input type="checkbox"/> Taught or held a graduate assistantship | <input type="checkbox"/> Worked directly with school boards |
| <input type="checkbox"/> Attended conferences/seminars to promote professional growth | <input type="checkbox"/> Held held an elected office in a professional organization |
| <input type="checkbox"/> Extensive graduate work in curriculum | <input type="checkbox"/> An athletic director or admin asst |

Professional Reading (Please list those professional journals you subscribe to or read regularly.)

Name of Journal

Published by

Research/Publications (Please list any research or educational writing you have done or were involved in over the past five years.)

Title

Published by

Date

Administrative Areas (Please check those areas below in which you feel you could make a contribution based on training or experience.)

Scheduling

In-Service Programs

Personnel Management

Curriculum/Instruction

Budget and Finance

Administrator/Board Relationship

Public Relations

Negotiating

Federal Title Programs

Evaluating Teachers

Working with People

Legal Aspects of Administration

Attendance

Other _____

Transportation

Resume (Please submit a resume which may contribute information in addition to that which has been recorded in this application form.)

College/University Credentials (Graduate work only - undergraduate not necessary) The applicant is responsible for notifying the placement office of his/her graduate institution(s) to have all credentials, including transcripts, letters of reference, letters of performance and other pertinent information forwarded to the Office of the Superintendent of Forest Hills School District prior to the interview.

Certificates/Letters of Eligibility - Please submit a photocopy of your Administration Certificates, Letters of Eligibility and other certification documents as check or listed in this administrative application.

Please return this application, resume, and photocopies of certificates/letters of eligibility to:

**Office of the Superintendent
Forest Hills School District**

PO Box 158
Sidman PA 15955
814-487-7613

Note: Forest Hills Board of Education Policy 4111.1 - adopted June 1976.

The Forest Hills School Board is committed to a policy of non-discrimination against any employee or applicant for employment or student because of race, color, national origin, sex, disability, age, religion, ancestry, or any other legally protected classification. This policy applies to recruitment, employment, and subsequent placement, training, education, promotion, compensation, tenure and probation, and other terms and conditions of employment and instruction over which the Board of Education has jurisdiction.

The Forest Hills Board of Education will comply with all Federal and State Laws, rules and regulations, and executive orders relating to equal employment and educational opportunities.

Date Interviewed _____

CERTIFICATION AND RELEASE AUTHORIZATION

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 further certify that I am the sole author of the essay. I understand that any misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) terminating my 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 Forest Hills School District 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 regard to statements made to this school district. 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 medial condition or medical history. Further, I do not waive any rights which I may have under state or federal law related to my right to challenge the discloser of unlawful or inaccurate information, whether by the school district or by entities or persons providing such information to the school district, including any and all claims concerning allegations of employment discrimination because of race, color, sex, religion, national origin, ancestry, age, or disability.

Date

Signature of Candidate (in ink) (Must be original)

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