

# BIG BEAVER FALLS AREA SCHOOL DISTRICT

## ADMINISTRATIVE CENTER

820 16th Street • Beaver Falls, PA 15010 • (412) 843-3470

### STANDARD APPLICATION for Teaching Positions in Pennsylvania Public Schools

(Please Type or Print)

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

Name: \_\_\_\_\_

LAST FIRST MIDDLE SOCIAL SECURITY NUMBER

Present Address: \_\_\_\_\_ ( \_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

STREET TELEPHONE

CITY STATE ZIP

Permanent Address: \_\_\_\_\_ ( \_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

STREET TELEPHONE

CITY STATE ZIP

List, in order of preference, the grades, subjects and/or positions for which you are applying:

1.) \_\_\_\_\_ 2.) \_\_\_\_\_ 3.) \_\_\_\_\_

CERTIFICATION (List all areas in which you hold valid Pennsylvania and/or Out-of-State Teaching Certificates):

AREA OF CERTIFICATION	ISSUING STATE	DATE ISSUED

Have you acquired tenure in Pennsylvania? \_\_\_\_ If yes, in what school district? \_\_\_\_\_

Date available for employment: \_\_\_\_\_ Are you interested in being placed on our Substitute List if you are not employed full-time?  Yes  No Long-term  Yes  No Short-term  Yes  No

#### EDUCATIONAL BACKGROUND

	SCHOOL OR INSTITUTION AND LOCATION	MAJOR/MINOR	DIPLOMAS, DEGREES OR CREDITS EARNED	GRADE POINT AVERAGE (GPA)
HIGH SCHOOL				
COLLEGE/ UNIVERSITY				
COLLEGE/ UNIVERSITY				
GRADUATE STUDY				
GRADUATE STUDY				

**EXPERIENCE (Present or most recent first)**

<b>DATES</b>  From _____  _____	NAME OF EMPLOYER AND ADDRESS: _____ _____ _____ PHONE NUMBER: _____	YOUR TITLE: _____ _____ Reason for Leaving: _____ _____
	To _____ Work Performed: _____ _____ _____	
Name and Title of Supervisor: _____		Final Yearly Salary: _____

<b>DATES</b>  From _____  _____	NAME OF EMPLOYER AND ADDRESS: _____ _____ _____ PHONE NUMBER: _____	YOUR TITLE: _____ _____ Reason for Leaving: _____ _____
	To _____ Work Performed: _____ _____ _____	
Name and Title of Supervisor: _____		Final Yearly Salary: _____

<b>DATES</b>  From _____  _____	NAME OF EMPLOYER AND ADDRESS: _____ _____ _____ PHONE NUMBER: _____	YOUR TITLE: _____ _____ Reason for Leaving: _____ _____
	To _____ Work Performed: _____ _____ _____	
Name and Title of Supervisor: _____		Final Yearly Salary: _____

Please list activities that you are qualified to supervise or coach: \_\_\_\_\_  
 \_\_\_\_\_

If you have not been previously employed in a teaching position, please complete the following:

**STUDENT OR PRACTICE TEACHING**

GRADE OR SUBJECT TAUGHT	NAME AND ADDRESS OF SCHOOL	1. College Supervisor 2. Cooperating Teacher
		1.
		2.
		1.
		2.

**STUDENT TEACHING REPORTS/REFERENCES:**

Do you have placement office credentials on file?  Yes  No

If "Yes," please request that copies be sent to the school district. If "No," final student teaching report must be provided along with two (2) letters of reference from former or present principals or supervisors. All items must be forwarded in order for the application to be considered complete.

**REFERENCES**

References should include superintendents, principals or professors who have first-hand knowledge of your professional competence and your personal qualifications. Experienced teachers should include the principal and superintendent of the two most recent schools in which employed. Beginning teachers should include cooperating teachers and college supervisor. If any person(s) listed should not be contacted for reference at the present time, indicate in the left-hand margin the date contact(s) may be made.

NAME	POSITION	ADDRESS	PHONE

**OTHER QUALIFICATIONS**

Summarize special job-related skills and qualifications acquired from employment or other experiences (including U.S. military service) and/or state any additional information you feel may be helpful in considering your application, i.e. honors, awards, activities or professional development activities:

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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 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently under charges for a criminal offense?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you forfeited bond or collateral in connection with a criminal offense?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Within the last ten years, have you been fired from any job for any reason?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Within the last ten years, have you quit a job after being notified that you would be fired?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been professionally disciplined in any state? Professionally disciplined means the annulment, revocation or suspension of your teaching certification or having received a letter of reprimand from an agency, board or commission of state government, such as the Pennsylvania Professional Standards and Practices Commission.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you subject to any visa or immigration status which would prevent lawful employment?	<input type="checkbox"/> Yes <input type="checkbox"/> 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.

**ACT 34 COMPLIANCE (Background Check of Prospective Employees)**

Each Pennsylvania resident must submit with his/her employment application a copy of a report of Criminal History Record Information from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the State Police Central Repository contains no such information relating to that person. Each out-of-state applicant must submit with his/her application for employment a copy of a federal criminal record history from the Federal Bureau of Investigation. The criminal record history report must be no more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.

**ACT 151 (PA Child Abuse History Clearance)**

Each candidate must submit with his/her employment application a copy of an official clearance statement obtained from the Pennsylvania Department of Public Welfare or a statement from the Department of Public Welfare that no record exists. The clearance statement must be no more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.

**ESSAY**

Please write an essay as described on the reverse side of this sheet. For your convenience, you may attach a sheet; however, your essay must not exceed one page. At the bottom of the attachment, please sign your name and include your social security number.

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## 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 \_\_\_\_\_ (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 waive any rights which I may have under state or federal law related to my right to challenge the disclosure of unlawful or inaccurate information.

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DATE

SIGNATURE OF CANDIDATE (IN INK - MUST BE ORIGINAL)

Pennsylvania School Districts do 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, and the Americans with Disabilities Act of 1990.

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## ESSAY

We are interested in your ability to organize and express thoughts on a specific topic in a succinct manner. Please select one of the following topics and write an essay in the space provided on this page.

1. The Most Important Qualities of an Outstanding Educator
2. My Philosophy of Student Discipline
3. The Importance of Continuing Professional Development and How I Plan to Incorporate it Throughout My Career
4. Essential Elements of Instruction, Administration or Area of Certification

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

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

NOTE TO APPLICANTS: This application is available on the Internet on the Department of Education's home page under Elementary & Secondary Education which is accessible at: <http://www.state.pa.us>. This application was developed, in accordance with Section 1204.1 of Act 107 of 1996, by the Pennsylvania Department of Education in consultation with organizations representing school administrators, including personnel administrators, teachers and school boards. Questions should be referred to PDE Bureau of Personnel at Voice Telephone (717) 787-4417, Text Telephone TTY (717) 783-8445 or FAX (717) 783-9348. If you need accommodation in completing this application, including alternate format, please contact the school district.