



### Application for Employment

**Personal Data:**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone (home) \_\_\_\_\_

Telephone (cell) \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

**Education:**

High School \_\_\_\_\_ Year of Graduation \_\_\_\_\_

College \_\_\_\_\_ Year of Graduation \_\_\_\_\_ Degree \_\_\_\_\_

College \_\_\_\_\_ Year of Graduation \_\_\_\_\_ Degree \_\_\_\_\_

**Employment Experience:**

Dates of Employment

Company

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

References: Please list three references with name, address, and cell phone number (or preferred phone number). References should include two professional persons who have first-hand knowledge of your professional competence and your personal qualifications.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list your most recent employer with address and cell phone number (or preferred phone number).

\_\_\_\_\_  
If a member of the Catholic faith, please add your pastor's information here.

\_\_\_\_\_

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In the position for which you are applying, how would you support and live the Mission of Norwood-Fontbonne Academy with our children, parents, staff, and broader community?

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1-May we contact your current employer at this time? \_\_\_\_\_ Yes \_\_\_\_\_ No

2- Are you able to perform the specific job-related functions in the job for which you are applying? \_\_\_\_\_ Yes \_\_\_\_\_ No

3- Within the last ten years, have you been fired from any job for any reasons?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

4- Within the last ten years, have you quit a job after being notified that you would be fired?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

5- Are you subject to any visa or immigration status which would prevent lawful employment?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

6- Salary expectations: \_\_\_\_\_

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Please complete the information below.

**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. 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 (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.

**Act 113 (FBI Federal Criminal History Record)**

Each candidate must complete FBI fingerprints and submit their Registration ID with his/her employment application that will show a statement of no record when results are obtained. The clearance statement must be no more than one (1) year old.

**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 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 personal records, and to respond fully and completely to all questions that officials at Norwood – Fontbonne Academy may ask regarding my prior work history and performance. I will hold such previous employers/supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to Norwood – Fontbonne Academy. I further authorize these officials to investigate my background, now or in the future, to verify information provided and release from injury /liability all persons or entities supplying information regarding my background. 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.

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