

Columbia Borough School District
Application for Employment
200 North Fifth Street
Columbia, PA 17512
(717) 684-2283
(717) 681-2617



Items that are Bold are required

Name _____
 First Middle Last

Address _____

Home Phone # _____ **Cell Phone #** _____

E-Mail Address _____

Applying for:

Cafeteria	_____	Full Time	_____
Custodial	_____	Part Time	_____
Secretarial	_____	Substitute	_____
Instructional Aide	_____		
Other	_____		

Education

	High School	Post High School	College/University
School Name/Address			
Number of Years Completed			
Diploma/Degree(s)			
Describe Course of Study or Major/Minor			

Skills and Qualifications

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

The Columbia Borough School District does not discriminate in their educational programs, activities, or employment practices based on race, color, national origin, gender, 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 Educational Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990.

Employment Please list work experiences, beginning with most recent.

Employer Name:	Telephone:	Dates Employed:	Work Performed:
	() -	From: To:	
Address:		Reason for Leaving:	

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	() -	From: To:	
Address:		Reason for Leaving:	

Employer Name:	Telephone:	Dates Employed:	Work Performed:
	() -	From: To:	
Address:		Reason for Leaving:	

Professional References *Please list at least three references including persons under whom you have worked who have firsthand knowledge of your experiences. Do not list family members.*

Name	Position/Organization	Address	Telephone

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all information contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also, that I am required to abide by all rules and regulations of the Columbia Borough School District.

Signature of Applicant

Date

******Each applicant must submit with this application a copy of the following reports-Act 34 Criminal Background Check, Act 151 Child Abuse History Clearance, and Act 114 FBI Fingerprint Check. A conviction will not necessarily automatically disqualify you from employment. Rather, such factors as age/date of conviction, seriousness and nature of the crime(s), the extent to which the crime(s) is job-related, and rehabilitation will be considered.**