

# BUTLER AREA SCHOOL DISTRICT

Central Administration

Harriger Educational Services Center  
 110 Campus Lane-Butler, PA 16001  
 724.287.8721



## NURSE/HEALTH TECHNICIAN APPLICATION FOR EMPLOYMENT

Please check if you wish to be placed on our substitute list.

**NAME** \_\_\_\_\_  
*Last First Middle Social Security Number*

Address – Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Citizen of U.S.?  Yes  No Telephone Number \_\_\_\_\_

EDUCATION		
<i>Name of School</i>	<i>Dates</i>	<i>Course of Study</i>
Elementary		
High School		
College		
Other Schools		

Please indicate if you have ever worked for the Butler Area School District before  Yes  No  
 Please indicate if you are receiving an annuity check from the Public School Employees' Retirement system  Yes  No

WORK EXPERIENCE			
<i>Name and Address of Employer</i>	<i>Month-Year From To</i>	<i>Nature of Work</i>	<i>Reason for Leaving</i>
Company _____ Address _____			
Company _____ Address _____			
Company _____ Address _____			

REFERENCES <i>(Give 3 personal references, not relatives and their telephone numbers)</i>			
<i>Name/Title</i>	<i>Phone No.</i>	<i>Occupation</i>	<i>Address</i>

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 18<sup>th</sup> 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 ever forfeited bond or collateral in connection with a criminal offense? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Within the last ten years, have you been fired from any job for any reason?  Yes  No

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

Are you subject to any visa or immigration status which would prevent lawful employment?  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.

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of the application and/or for separation from the school district's service, if I have been employed.

\_\_\_\_\_  
*Signature*

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Dear Applicant:

Thank you for expressing your interest in a substitute nurse/health technician position with the Butler Area School District. To begin the application process, you are responsible for submitting the following information to the Personnel Office (*all materials should be submitted at the same time*):

Completed application

Act 34 PA Criminal Record Check Clearance (within one year old)

Act 151 PA Child Abuse History Clearance (within one year old)

Official FBI Federal Criminal History Record – Fingerprint Clearance (within one year old)

Current TB test (within one year old)

Act 126 Child Abuse Recognition and Reporting Certificate (within five years old)

Please indicate if you are willing to become a substitute for the district *\*(All registered nurse applicants for the school nurse substitute list are required to obtain an emergency certificate from the Bureau of Certification at the Pennsylvania Department of Education. Licensed Practical Nurses who will be substituting as health room technicians do not require this certification.)*

If you are interested in being a part of our substitute (on-call) list, the following information may prove helpful to you. The calling system will call during these times:

Today's job: starting at 5:30 a.m.

Future jobs: 4:30 pm – 10:00 pm.

You will be given instructions as to which school and what time you are to report.

When you arrive at your assignment, please report to the office for instructions regarding your assignment and completing your time sheet.

If you are interested in full-time employment, vacancy announcements are sent to each school in the district for posting when vacancies occur. There will also be a copy of the vacancy announcement for review in the lobby of the Administration Building. As you become aware of a specific vacancy for which you would like to apply, please submit a letter of interest to the Personnel Office requesting that you be considered for the position based upon information in your file.