

BUTLER AREA SCHOOL DISTRICT

Central Administration

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



PARAPROFESSIONAL/CLERICAL 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 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 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



Dear Applicant:

Thank you for expressing your interest in a clerical/paraprofessional 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 applicants for the clerical substitute list are required to complete our testing procedure prior to being placed on our list. Please contact the Personnel Office at (724)214-3108 to set up a time for your test. *All applicants for paraprofessional positions will be screened and an interview will be scheduled with the special education department)*

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.

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

If you are called to sub as a helper-service or wrap-around you will be with one student all day. As the name implies, you are with the student during classes as well as lunch and recreation. Your job will be to assist the student in whatever he/she needs as instructed by the teacher (i.e., worksheets, encouragement, reading, etc.). Some of our students are visually impaired and/or wheelchair bound. Be sure to check with the teacher to which you are assigned as to the special needs of the student. You may be called upon to help others in the room as well. If you are called to work as a paraprofessional substitute, you will probably be in a classroom setting. You may be working with a smaller group of children or on a one-on-one basis. You may be helping with reading, spelling, math and even special projects.

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.