



## **Luzerne Intermediate Unit #18**

Upon hire, all employees must submit the following documents prior to the start of employment. Please note, all clearances must be current (not more than 1 year old), and a negative Tuberculin test is required.

1. Act 34 Clearance
2. Act 151 Clearance
3. Act 114 Clearance
4. Three (3) letters of reference  
(at least one professional)
5. Letter of Interest and Resume
6. Tuberculin Test Confirmation



Submit application and original clearances to:

# LUZERNE INTERMEDIATE UNIT #18

368 Tioga Avenue, Pennsylvania 18704-5117 Telephone (570) 287-9681

Luzerne Intermediate Unit 18

**Attn: Human Resources**  
**368 Tioga Avenue Kingston,**  
**PA 18704-5117 Phone:**  
**570-287-9681 x1048**

## FULL TIME EMPLOYMENT APPLICATION

|  |            |        |   |
|--|------------|--------|---|
| Last Name  | First Name | Middle | Social Security #                                       |
| Street Address   |            |        | Home Telephone (Including Area Code)                    |
| City, State, Zip Code  |            |        | Additional Telephone Number (if applicable)             |
| Have you ever applied for employment with us?<br>No _____ Yes _____ When? (Month and Year) _____   |            |        | Email Address   |
| Position Desired   |            |        | Pay Expected  |
| Apart from absence for religious observances, are you available for full time work?<br>Yes _____ No _____ If not, what hours can you work? _____                                     |            |        | Will you work overtime, if asked?<br>Yes _____ No _____ |
| Are you interested in being placed on our Substitute List if you are employed full time? Yes _____ No _____<br>If Yes: Long-term Yes _____ No _____<br>Day to Day Yes _____ No _____ |            |        | When will you be able to begin work?                    |
| Do you have a valid driver's license if the position requires a motor vehicle?<br>Yes _____ No _____   |            |        | Other special training or skills                        |

| SCHOOL NAME AND LOCATION | COURSE OF STUDY | NO. OF YEARS COMPLETED | DID YOU GRADUATE?     | DEGREE/ DIPLOMA |
|--------------------------|-----------------|------------------------|-----------------------|-----------------|
| Elementary               |                 |                        |                       |                 |
| Secondary                |                 |                        | Yes _____<br>No _____ |                 |
| Other School             |                 |                        | Yes _____<br>No _____ |                 |
| College or University?   |                 |                        | Yes _____<br>No _____ |                 |

LIST ANY HOBBIES OR INTERESTS WHICH WOULD BEAR ON THIS POSITION

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**Please give accurate complete full-time and part-time employment record. Start with present or most recent employment.**

|  |  |
|--|--|
| Company Name   | Telephone (including Area Code)                          |
| Address  | Employed (State Month and Year)<br>From: _____ To: _____ |
| Supervisor   |  |
| State your job title and briefly describe your duties. |  |

|  |  |
|--|--|
| Company Name   | Telephone (including Area Code)                          |
| Address  | Employed (State Month and Year)<br>From: _____ To: _____ |
| Supervisor   |  |
| State your job title and briefly describe your duties. |  |

|  |  |
|--|--|
| Company Name   | Telephone (including Area Code)                          |
| Address  | Employed (State Month and Year)<br>From: _____ To: _____ |
| Supervisor   |  |
| State your job title and briefly describe your duties. |  |

**PERSONAL REFERENCES (Not former employers)**

| Name | Occupation | Address | Telephone |
|------|------------|---------|-----------|
|      |            |         |           |
|      |            |         |           |
|      |            |         |           |

I hereby declare the information provided by me in this application for employment is true, correct, and complete to the best of my knowledge. I understand that if employed, any misstatement or omission of fact in this application shall be considered cause for dismissal.

I authorize you to obtain a report continuing information obtained through personal interviews with my neighbors, friends, acquaintances, or any investigative agency. This report, if obtained, may include information as to my character, general reputation, and personal characteristics. I understand I have the right to make a written request within a reasonable period to receive additional detailed information about the nature and scope of any such investigation.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**LUZERNE INTERMEDIATE UNIT 18  
368 TIOGA AVENUE  
P.O. BOX 1649  
KINGSTON, PA 18704-0649  
AN EQUAL OPPORTUNITY EMPLOYER**