

LIU 18 GUEST TEACHER APPLICATION

Submit to: to Luzerne Intermediate Unit 18, Attn: Human Resources, 368 Tioga Avenue, Kingston, PA 18704

(PLEASE PRINT OR TYPE)

NAME			
LAST	FIRST	MIDDLE	
<i>Name you would like on your name tag (e.g., nickname), if different from above:</i>			
PRESENT ADDRESS			
STREET		(AREA CODE) TELEPHONE	
CITY		STATE	ZIP CODE
PERMANENT ADDRESS			
<i>COMPLETE ONLY IF DIFFERENT FROM ABOVE</i>			
STREET		(AREA CODE) TELEPHONE	
CITY		STATE	ZIP CODE
ACT 114 (FEDERAL CRIMINAL HISTORY RECORD) PA ID# (SEE #3 ON P. 4 OF THIS APPLICATION)			
E-MAIL ADDRESS (IF AVAILABLE)			

OFFICE USE ONLY:		<i>(<input type="checkbox"/> indicates LIU attached copy to packet)</i>
Original Sealed Transcripts Verified – Bachelor’s Degree Conferred: _____(initial)/ <input type="checkbox"/>		
Guest Teacher Preference Form Completed: <input type="checkbox"/>	Guest Teacher Orientation Dates: _____(dates)	
Act 34 Clearance Original Verified: _____(date)/ <input type="checkbox"/>	Interview & Reference Check Completed _____(initial)	
Act 151 Clearance Original Verified: _____(date)/ <input type="checkbox"/>	Classroom Observation Form Completed: <input type="checkbox"/>	
Act 114 Federal Criminal History Receipt: <input type="checkbox"/>	Emergency Permit Obtained: _____(date)/ <input type="checkbox"/>	
School Personnel Health Record: <input type="checkbox"/>	Packet Emailed to “Preference” District(s): _____(date)	
(Modified) PDE 338-G Completed: _____(initial)	Act 114 Federal Criminal History Verified: _____(initial)	

CERTIFICATION		
LIST ALL AREAS IN WHICH YOU HOLD VALID PENNSYLVANIA AND/OR OUT-OF-STATE TEACHING CERTIFICATES		
AREA OF CERTIFICATION	ISSUING STATE	DATE ISSUED

EDUCATIONAL BACKGROUND

	SCHOOL OR INSTITUTION AND LOCATION	MAJOR/ MINOR	DIPLOMAS, DEGREES OR CREDITS EARNED	GRADE POINT AVERAGE (GPA)
HIGH SCHOOL				
COLLEGE/UNIVERSITY				
COLLEGE/UNIVERSITY				
GRADUATE STUDY				
GRADUATE STUDY				

EXPERIENCE

(PRESENT OR MOST RECENT FIRST)

Dates		Name of Employer and Address		Your Title
From				
To				
		(Area Code) Telephone:		
Work Performed:			Reason for Leaving:	
Name & Title of Supervisor:				Final Yearly Salary:
Dates		Name of Employer and Address		Your Title
From				
To				
		(Area Code) Telephone:		
Work Performed:			Reason for Leaving:	
Name & Title of Supervisor:				Final Yearly Salary:
Dates		Name of Employer and Address		Your Title
From				
To				
		(Area Code) Telephone:		
Work Performed:			Reason for Leaving:	
Name & Title of Supervisor:				Final Yearly Salary:

REFERENCES

References should include those who have first-hand knowledge of your professional competence and your personal qualifications. **Unless you do not have previous employment experience, you must include the two most recent employers.**

NAME	*R	TITLE	ADDRESS	TELEPHONE

***R = Relationship – use the following codes to indicate the relationship to you of the person listed: (CS) Current Supervisor, (PS) Past Supervisor, (FM) Faculty Member, (C) Colleague/Co-worker, (PR) Personal Reference.**

OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experiences (including U.S. military service) and/or state any additional information you feel may be helpful in considering your application, i.e. honors, awards, activities, technology skills or professional development activities:

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 the date of conviction and disposition, regardless of the date or location of occurrence. If you answer YES to any of the questions, you must provide a detailed explanation on a separate sheet of paper. A conviction for 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? Yes No

Are you currently under charges for a criminal offense? Yes No

Have you ever forfeited bond or collateral in connection with a criminal offense? Yes No

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

Have you ever been professionally disciplined in any state? Yes No

Professional discipline means the annulment, revocation, or suspension of your teaching certification or having received a letter of reprimand from an agency, board, or commission of state government, such as the Pennsylvania Professional Standards and Practices Commission.

Are you subject to any visa or immigration status that 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.

PRIOR TO EMPLOYMENT, YOU MUST UNDERGO THE THREE BACKGROUND CHECKS LISTED BELOW. THESE CLEARANCES MAY NOT BE MORE THAN ONE (1) YEAR OLD.

1) ACT 34 (PA State Police Criminal Background Check) – Each applicant must submit with his/her employment application a copy of a Criminal History Record from the Pennsylvania State Police. For those with an email address and credit card, the easiest way to apply is online at <https://epatch.state.pa.us>. You may also apply by mail – a paper copy of Form SP4-165 (Pennsylvania State Police Request for Criminal Record Check). NOTE: For “Reason for Request,” indicate “Employment.”

2) ACT 151 (PA Child Abuse History Clearance) - Each candidate must submit with his/her employment application a *copy* of an official clearance from the Pennsylvania Department of Public Welfare. You must bring the *original* with you to the Guest Teacher Orientation for verification by LIU.

3) ACT 114 (Federal Criminal History Record) – Complete the application online at https://www.pa.cogentid.com/index_pde.htm. Each applicant must enclose with his/her employment application a copy of the registration receipt (printed from the Cogent Systems website *after the applicant has completed the fingerprinting*), listing his/her Act 114 (Federal Criminal History Record) PA Registration ID#.

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 further certify that I am the sole author of the essay. 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 personnel records, and to respond fully and completely to all questions that officials of **Luzerne Intermediate Unit 18** may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to this Intermediate Unit. I further authorize these officials to investigate my background, now or in the future, to verify the information provided and release from liability all persons and/or entities supplying information regarding my background. However, I do not authorize the production of medical records or other information, which would tend to actually identify a disability nor do I authorize inquiries which would include information related to any medical condition or medical history. Further, 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, whether by the school district or by entities or persons providing such information to the school district, including any and all claims concerning allegations of employment discrimination because of race, color, sex, religion, national origin, ancestry, age or disability.

Date

Signature of Candidate (in ink)
[Must be original]

Pennsylvania school districts shall not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, 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 Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the school district.