



90 Lawton Lane  
Milton, PA 17847  
(570) 523-1155  
www.csiu.org

# APPLICATION FOR EMPLOYMENT AS A GUEST TEACHER

1-800-654-5984 TDD/For Applicants with Hearing Impairment

OFFICE USE ONLY:  HR DATE REC'D  _____
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Please print. This application will not be considered unless all areas are completed and the application is signed/dated.

How did you learn about the Guest Teacher Program? \_\_\_\_\_

**PERSONAL DATA:**

Name in full \_\_\_\_\_

Current address \_\_\_\_\_

County \_\_\_\_\_ Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Please list entire employment history starting with current or most recent employer. Please do not leave blank or write "see resume".

You must indicate when current or previous employment involved direct contact with children. The Pennsylvania Department of Education defines Direct Contact with Children as: "The possibility of care, supervision, guidance or control of children or routine interaction with children."

**CURRENT OR MOST RECENT EMPLOYMENT:**

• Employer \_\_\_\_\_ Dates of Employment \_\_\_\_\_ to \_\_\_\_\_

Address (BE SPECIFIC) \_\_\_\_\_

Supervisor \_\_\_\_\_ Status: [ ] Full-time [ ] Part-time

Position Held \_\_\_\_\_ Direct Contact with Children [ ] Yes [ ] No

Reason for Leaving \_\_\_\_\_ Last Annual Salary/Hourly Rate \_\_\_\_\_

Describe your job duties / responsibilities \_\_\_\_\_

**PREVIOUS EMPLOYMENT HISTORY:**

• Employer \_\_\_\_\_ Dates of Employment \_\_\_\_\_ to \_\_\_\_\_

Address (BE SPECIFIC) \_\_\_\_\_

Supervisor \_\_\_\_\_ Status: [ ] Full-time [ ] Part-time

Position Held \_\_\_\_\_ Direct Contact with Children [ ] Yes [ ] No

Reason for Leaving \_\_\_\_\_ Last Annual Salary/Hourly Rate \_\_\_\_\_

Describe your job duties / responsibilities \_\_\_\_\_

• Employer \_\_\_\_\_ Dates of Employment \_\_\_\_\_ to \_\_\_\_\_

Address (BE SPECIFIC) \_\_\_\_\_

Supervisor \_\_\_\_\_ Status: [ ] Full-time [ ] Part-time

Position Held \_\_\_\_\_ Direct Contact with Children [ ] Yes [ ] No

Reason for Leaving \_\_\_\_\_ Last Annual Salary/Hourly Rate \_\_\_\_\_

Describe your job duties / responsibilities \_\_\_\_\_

• **Employer** \_\_\_\_\_ Dates of Employment \_\_\_\_\_ to \_\_\_\_\_

Address (BE SPECIFIC) \_\_\_\_\_  
Street City State Zip Telephone Number

Supervisor \_\_\_\_\_ Status: [ ] Full-time [ ] Part-time

Position Held \_\_\_\_\_ Direct Contact with Children [ ] Yes [ ] No

Reason for Leaving \_\_\_\_\_ Last Annual Salary/Hourly Rate \_\_\_\_\_

Describe your job duties / responsibilities \_\_\_\_\_

• **Employer** \_\_\_\_\_ Dates of Employment \_\_\_\_\_ to \_\_\_\_\_

Address (BE SPECIFIC) \_\_\_\_\_  
Street City State Zip Telephone Number

Supervisor \_\_\_\_\_ Status: [ ] Full-time [ ] Part-time

Position Held \_\_\_\_\_ Direct Contact with Children [ ] Yes [ ] No

Reason for Leaving \_\_\_\_\_ Last Annual Salary/Hourly Rate \_\_\_\_\_

Describe your job duties / responsibilities \_\_\_\_\_

• **Employer** \_\_\_\_\_ Dates of Employment \_\_\_\_\_ to \_\_\_\_\_

Address (BE SPECIFIC) \_\_\_\_\_  
Street City State Zip Telephone Number

Supervisor \_\_\_\_\_ Status: [ ] Full-time [ ] Part-time

Position Held \_\_\_\_\_ Direct Contact with Children [ ] Yes [ ] No

Reason for Leaving \_\_\_\_\_ Last Annual Salary/Hourly Rate \_\_\_\_\_

Describe your job duties / responsibilities \_\_\_\_\_

**NOTE: If more space is required to list previous employment, please print another copy of page 2 and attach to this application.**

**Please describe your reasons for wanting to work as a substitute teacher:**

\_\_\_\_\_  
\_\_\_\_\_

**SKILLS AND COMPETENCIES:** Please list any skills/competencies that are relevant to the position for which you are applying:

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**EDUCATION AND TRAINING:**

High School Diploma Received:  Yes  No

Last high school attended \_\_\_\_\_ Location \_\_\_\_\_

General Education Diploma (GED) Received:  Yes Date \_\_\_\_\_

**College, Universities, Post-secondary Schools**

College / University Name	Location (City/State)	Major / Minor	Degree Type	Degree Received
_____				<input type="checkbox"/> Yes <input type="checkbox"/> No
_____				<input type="checkbox"/> Yes <input type="checkbox"/> No
_____				<input type="checkbox"/> Yes <input type="checkbox"/> No
_____				<input type="checkbox"/> Yes <input type="checkbox"/> No

**CERTIFICATION:**

Have you ever held teacher certification in Pennsylvania or any other state?  Yes  No

**PROFESSIONAL REFERENCES:** (list a minimum of three persons who can attest to your professional work experience)

Reference Name	Relationship	Address	Telephone Number
_____			
_____			
_____			

May we contact your current employer for a reference?  Yes  No If No, please explain \_\_\_\_\_

**OTHER INFORMATION:**

We will provide whatever accommodations are required during the employment application process. Please advise the office of human resources of any special considerations you may need.

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Have you ever been convicted of or pled no contest to a felony or misdemeanor?  Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*PLEASE NOTE: Conviction of a crime will not automatically bar you from employment. The CSIU will consider the nature and date of the offense.*

**SUBMISSION OF ACT 114 – PENNSYLVANIA DEPARTMENT OF EDUCATION (PDE) FBI CLEARANCE:** Applicants must submit a current Act 114 (PDE FBI Clearance) registration ID number with the application by the stated deadline. Please refer to [www.csiu.org/jobs](http://www.csiu.org/jobs) and select the *Clearances* link to obtain the FBI clearance.

I have attached a copy of my Act 114-PDE FBI Clearance Registration page containing my “PAE” identification number.

Please note: The Act 34 (Pennsylvania State Police Criminal Record Check) and Act 151 (Pennsylvania Child Abuse History Clearance) are a requirement upon acceptance into the Guest Teacher program.

**APPLICANT AUTHORIZATION:** I authorize the CSIU to contact to my former employers and professional references to determine my acceptability for employment. I release anyone who provides information and the CSIU from any and all liability and responsibility by reason of their so doing.

I certify that the above statements are true and understand that false statements may be considered sufficient cause for termination of employment.

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**Applicant’s Signature (REQUIRED)**

**Date**

**NOTE: Due to the large amount of applications received by the CSIU, individual applications and resumes cannot be acknowledged. If you wish an acknowledgement that your application has been received by the CSIU Human Resources Office, please attach a self-addressed stamped envelope and a form letter will be returned to you.**

The Central Susquehanna Intermediate Unit will not discriminate in educational programs, activities or employment practices based on race, color, national origin, gender, disability, marital status, age, religion, sexual orientation, ancestry, union membership or any other legally protected classifications. Announcement of this policy is in accord with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Employees and program participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for people with disabilities, should contact: Director of Human Resources, CSIU, 90 Lawton Lane, Milton, PA 17847, 570-523-1155.

Revised 9/3/15