

**BRENTWOOD BOROUGH SCHOOL DISTRICT**  
**3601 Brownsville Road**  
**Pittsburgh, PA 15227-3196**  
**412-881-2227**

**APPLICATION FOR EMPLOYMENT**

\_\_\_\_\_ Date of Application

Position(s) Applied For: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

**Pre-Notification**

*Public Law 91-508 requires that we inform you that a routine inquiry may be made that will provide us with applicable information concerning your character, general reputation, personal characteristics, and mode of living. Upon written request, within a reasonable period of time, additional information as to the nature and scope of this inquiry, if one is made, will be provided to you.*

**EDUCATION**

School	Name/Address of School	Years Attended		Last Year or Grade of Formal Education	List Diploma or Degree
		From	To		
Elementary					
High School					
College					
Other					

## REFERENCES

Name	Position	Address	Telephone

## EXPERIENCE

Dates Worked	Name of Employer and Address	Your Title: _____
		Reason for Leaving: _____ _____ _____
Work Performed:		
Name & Title of Supervisor: _____		Final Hourly/Yearly Salary: _____

Dates Worked	Name of Employer and Address	Your Title: _____
		Reason for Leaving: _____ _____ _____
Work Performed:		
Name & Title of Supervisor: _____		Final Hourly/Yearly Salary: _____

## EXPERIENCE (Continued)

Dates Worked	Name of Employer and Address	Your Title: _____
		Reason for Leaving: _____ _____
Work Performed:		
Name & Title of Supervisor: _____	Final Hourly/Yearly Salary: _____	

Dates Worked	Name of Employer and Address	Your Title: _____
		Reason for Leaving: _____ _____
Work Performed:		
Name & Title of Supervisor: _____	Final Hourly/Yearly Salary: _____	

Dates Worked	Name of Employer and Address	Your Title: _____
		Reason for Leaving: _____ _____
Work Performed:		
Name & Title of Supervisor: _____	Final Hourly/Yearly Salary: _____	

May we contact the above-listed employers?     Yes     No     Only those specified

If not, indicate by number which one(s) you do not wish us to contact at this time: \_\_\_\_\_

***Release Authorization***

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 the Brentwood School District 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 school district. 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 that would tend to actually identify a disability nor do I authorize inquiries that 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, preferably blue not black ink)

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***Act 34 Compliance (Background Check of Prospective Employees)***

Each Pennsylvania resident must submit with his/her employment application a copy of a report of Criminal History Record Information from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the State Policy Central Repository contains no such information relating to that person. Each out-of-state applicant must submit with his/her application for employment a copy of a federal criminal record history from the Federal Bureau of Investigation. The criminal record history report must not be more than one (1) year old. Applicants can apply for this clearance on-line at <https://epatch.state.pa.us/>. The applicant MUST submit the ORIGINAL report prior to employment.

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***Act 151 Compliance (Pennsylvania Child Abuse History Clearance)***

Each candidate must submit with his/her employment application a copy of an official clearance statement obtained from the Pennsylvania Department of Public Welfare or a statement from the Department of Public Welfare that no record exists. The clearance statement must be no more than one (1) year old. Applicants can apply for this clearance on-line at <https://www.compass.state.pa.us/cwis/public/home>. The applicant MUST submit the ORIGINAL report prior to employment.

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***Act 114 Compliance (Federal Fingerprint Clearance)***

Each candidate must submit with his/her employment application a copy of an official clearance statement obtained from the Pennsylvania Department of Education or a statement from the Department of Public Welfare that no record exists. The clearance statement must be no more than one (1) year old. Applicants must register with Identogo (<https://uenroll.identogo.com>) and then go to one of the fingerprint sites (listed on the above website) and have their fingerprints taken. The applicant MUST submit the ORIGINAL report prior to employment.

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***Non-discrimination Policy***

The Brentwood Borough School District is an equal opportunity employer in conformance with Title VI and Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments Act of 1972. These acts prohibit discrimination in employment because of race, color, religion, sex, handicap or national origin. Federal law further prohibits discrimination on the bases of age with respect to certain individuals.