

# VALLEY FORGE SPECIALIZED EDUCATIONAL SERVICES CORP.

THE CROSSROADS SCHOOL  
1681 North Valley Rd, Box 730  
Paoli, PA 19301

THE VANGUARD SCHOOL  
1777 North Valley Rd, Box 730  
Paoli, PA 19301

## APPLICATION FOR EMPLOYMENT

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, sexual orientation, or the presence of a medical condition or disability which with reasonable accommodations does not impede the essential functions of the job.

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

Position Applying For: \_\_\_\_\_

How did you hear about this position?

Friend (who?) \_\_\_\_\_  
 Relative (who?) \_\_\_\_\_

Advertisement (where?) \_\_\_\_\_  
 Other \_\_\_\_\_

### PERSONAL DATA

Full Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_

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

Home Phone #: \_\_\_\_\_

City, ST, ZIP: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

### EDUCATIONAL BACKGROUND

| Name of School | City, State | Major | Earned Degree | GPA |
|----------------|-------------|-------|---------------|-----|
| High School    |             |       |               |     |
| College        |             |       |               |     |
| College        |             |       |               |     |
| Other          |             |       |               |     |
| Other          |             |       |               |     |

### TEACHING CERTIFICATION / PROFESSIONAL LICENSES

| Type Of Certification / Professional License | Issuing State | Date Issued |
|--|---------------|-------------|
|  |               |             |
|  |               |             |
|  |               |             |

**WORK EXPERIENCE: Other than Teaching Experience**

Provide details for all work experience beginning with your most recent position. Use additional paper if necessary.

|   |                  |               |                                       |
|---|------------------|---------------|---------------------------------------|
| Job Title: _____<br>Employer: _____<br>Address: _____<br>Supervisor: _____<br>Phone #: (____) _____<br>May we contact for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/> | Start Date:      | End Date:     | Responsibilities:<br>_____<br>_____   |
|   | Starting Salary: | Final Salary: | Reason for Leaving:<br>_____<br>_____ |
| Job Title: _____<br>Employer: _____<br>Address: _____<br>Supervisor: _____<br>Phone #: (____) _____<br>May we contact for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/> | Start Date:      | End Date:     | Responsibilities:<br>_____<br>_____   |
|   | Starting Salary: | Final Salary: | Reason for Leaving:<br>_____<br>_____ |
| Job Title: _____<br>Employer: _____<br>Address: _____<br>Supervisor: _____<br>Phone #: (____) _____<br>May we contact for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/> | Start Date:      | End Date:     | Responsibilities:<br>_____<br>_____   |
|   | Starting Salary: | Final Salary: | Reason for Leaving:<br>_____<br>_____ |
| Job Title: _____<br>Employer: _____<br>Address: _____<br>Supervisor: _____<br>Phone #: (____) _____<br>May we contact for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/> | Start Date:      | End Date:     | Responsibilities:<br>_____<br>_____   |
|   | Starting Salary: | Final Salary: | Reason for Leaving:<br>_____<br>_____ |

**TEACHING EXPERIENCE (Certified Teachers only)**

Provide details for all teaching experience beginning with your most recent position. Use additional paper if necessary.

| Dates:<br>From / To | Name of School<br>City, State | Position, Grade,<br>Subjects taught | FT, PT<br>or Sub | Annual<br>Salary | Principal/Supervisor,<br>Phone Number |
|---------------------|-------------------------------|-------------------------------------|------------------|------------------|---------------------------------------|
|                     |                               |                                     |                  |                  |                                       |
|                     |                               |                                     |                  |                  |                                       |
|                     |                               |                                     |                  |                  |                                       |
|                     |                               |                                     |                  |                  |                                       |

### STUDENT TEACHING EXPERIENCE (Certified Teachers only)

Provide details for all student teaching experience beginning with most recent assignment.

| Dates:<br>From / To | Name of School<br>City, State | Position, Grade,<br>Subjects taught | # of<br>Weeks | Credits<br>Earned | Cooperating Teacher,<br>Phone Number |
|---------------------|-------------------------------|-------------------------------------|---------------|-------------------|--------------------------------------|
|                     |                               |                                     |               |                   |                                      |
|                     |                               |                                     |               |                   |                                      |
|                     |                               |                                     |               |                   |                                      |

### PROFESSIONAL REFERENCES

Provide the names and contact information for three individuals who have observed your work.

|              |           |
|--------------|-----------|
| Name         | Phone #   |
| Address      |           |
| City         | State Zip |
| Relationship |           |
| Name         | Phone #   |
| Address      |           |
| City         | State Zip |
| Relationship |           |
| Name         | Phone #   |
| Address      |           |
| City         | State Zip |
| Relationship |           |

### EMPLOYMENT INFORMATION

- Are you at least 18 years of age as of the date of this application? Yes  No
- Are you either a United States citizen or an alien who has the legal right to work in the job for which you are applying? *Upon acceptance of an offer of employment, official documentation verifying identity & authorization for employment must be produced prior to the start of employment.* Yes  No
- Are you known to employers, schools, or references by another name? Yes  No   
If yes, by what name? \_\_\_\_\_
- Within the last ten years, have you been fired from any job for any reason? Yes  No
- Have you ever been arrested or charged with a crime other than a traffic violation? Yes  No   
*Note: answering "Yes" will not automatically disqualify you for employment.*

If yes, please state the nature of the arrest(s) or charge(s), the date and place where the arrest(s) or charge(s) occurred, and the outcome of the arrest(s) or charge(s).

\_\_\_\_\_

- If your application is considered favorably, on what date would you be available to begin work? \_\_\_\_\_

**APPLICANT STATEMENTS**

Please respond briefly to each of the following statements. Handwrite responses in ink.

1. Why are you leaving your present position? \_\_\_\_\_

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2. Describe your professional accomplishments during the last five years. \_\_\_\_\_

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3. Describe some of your community and/or youth activities. \_\_\_\_\_

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4. Why are you interested in a position with our school? \_\_\_\_\_

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**APPLICANT AGREEMENT**

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize VFSESC to make such investigations and inquiries of my personal, employment, educational, and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my application.

I understand that all offers of employment are conditional upon my passing a physical examination, a Tuberculin test, a child abuse history clearance, a criminal record check, and a FBI criminal record history report.

In the event of my employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of VFSESC.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**