

Application for Employment

CUMBERLAND VALLEY SCHOOL OF MUSIC

NAME			
	LAST	FIRST	MIDDLE
ADDRESS	STREET		(AREA CODE) TELEPHONE
	CITY	STATE	ZIP CODE
E-MAIL ADDRESS (IF AVAILABLE)			

EDUCATIONAL BACKGROUND

	SCHOOL OR INSTITUTION AND LOCATION	MAJOR/ MINOR	DIPLOMAS, DEGREES OR CREDITS EARNED	YEAR GRADUATED
HIGH SCHOOL				
COLLEGE/UNIVERSITY				

EMPLOYMENT HISTORY (Present or most recent first)

	Name and address		
Dates From/to			
	(Area Code) Telephone:		
Contact name:		Rate of Pay	
Email address:			

	Name and address		
Dates From/to			
	(Area Code) Telephone:		
Contact name:		Rate of Pay	
Email address:			

	Name and address		
Dates From/to			
	(Area Code) Telephone:		
Contact name:		Rate of Pay	
Email address:			

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:

REFERENCES

References should include individuals (non-relatives) who have first-hand knowledge of your professional competence and your personal qualifications

NAME	ADDRESS	TELEPHONE	EMAIL

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 date of conviction and disposition, regardless of the date or location of occurrence. Conviction of 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
Are you subject to any visa or immigration status, which 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, and include your social security number.				

Criminal & Sex Offender Background Check

Each applicant will be processed for a national criminal and sex offender background check prior to employment.

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 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 Cumberland Valley School of Music 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, 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]

Cumberland Valley School of Music provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Cumberland Valley School of Music complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Cumberland Valley School of Music expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Cumberland Valley School of Music's employees to perform their job duties may result in discipline up to and including discharge.