



251 Verbeke Street
 Harrisburg, PA 17102
 newcityschoolharrisburg.org

TEACHER / TEACHER ASSISTANT APPLICATION

(Please Print)

DATE _____

NAME _____

SSN¹ _____

PRESENT ADDRESS

TELEPHONE

STREET _____

(_____) _____

CITY, STATE, ZIP CODE _____

PERMANENT ADDRESS (If different from above)

TELEPHONE

STREET _____

(_____) _____

CITY, STATE, ZIP CODE _____

EMAIL ADDRESS

LIST, IN ORDER OF PREFERENCE, THE GRADES SUBJECTS AND/OR POSITIONS FOR WHICH YOU ARE APPLYING:

1. _____ 2. _____ 3. _____

CERTIFICATION

List all areas in which you hold valid Pennsylvania and/or out-of-state teaching certificates and provide copies of such certificates.

AREA OF CERTIFICATION	ISSUING STATE	DATE ISSUED

WHAT SUBJECTS ARE YOU CERTIFIED TO TEACH? _____

WHAT OTHER SUBJECTS ARE YOU PREPARED TO TEACH? Not Applicable

DATE AVAILABLE FOR EMPLOYMENT _____

I AM INTERESTED IN (Check all that apply): FULL TIME PART TIME SUBSTITUTE LIST

IF SUBSTITUTE LIST, PLEASE INDICATE SHORT-TERM, LONG-TERM, OR BOTH: SHORT-TERM LONG-TERM

WERE YOU PREVIOUSLY EMPLOYED BY NEW CITY SCHOOL? YES NO

ARE ANY RELATIVES CURRENTLY EMPLOYED OR ATTENDING NEW CITY SCHOOL? YES NO

¹ Federal Privacy Act [5 U.S.C. §552A NOTE] Statement. Authority for requesting social security account numbers: Public School Code of 1949 [24 P.S. § 12-1212, 24 P.S. §1224] Principal Purpose: To verify certification. Other Purposes: Identification and collection of criminal/disciplinary records for certified educators. Disclosure: Mandatory. Failure to provide the Social Security Number will result in an applicant not being considered for employment.

EDUCATIONAL BACKGROUND

Please include a copy of all original transcripts for college work.

	SCHOOL / INSTITUTION LOCATION & DATES	MAJOR / MINOR	DIPLOMAS, DEGREES OR CREDITS EARNED	YEAR OF GRADUATION	GRADE POINT AVERAGE (GPA)
HIGH SCHOOL					
COLLEGE / UNIVERSITY					
COLLEGE / UNIVERSITY					
GRADUATE STUDY					
GRADUATE STUDY					

EXPERIENCE

Present or most recent first.

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

PLEASE LIST ACTIVITIES THAT YOU ARE QUALIFIED TO SUPERVISE OR COACH:

If you have not been previously employed in a teaching position, please complete the following:

GRADE / SUBJECT TAUGHT	NAME AND ADDRESS OF SCHOOL	1. COLLEGE SUPERVISOR 2. COOPERATING TEACHER
-		1.
-		
-		2.
-		1.
-		
-		2.

STUDENT TEACHING REFERENCES: Please attach photocopies of letters of reference and/or evaluations from college/university student teacher supervisor and cooperating teachers(s).

REFERENCES

References should include (for teacher applicants) superintendents, principals, or professors who have first-hand knowledge of your professional competence and your personal qualifications. Experienced teachers should include the superintendent and principal of the two most recent schools in which employed. If any person(s) listed should not be contacted for reference at the present time, indicate in the left-hand margin the date contact(s) may be made.

NAME	POSITION	ADDRESS	TELEPHONE

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:

Please list the church you are currently attending and briefly describe the church activities you regularly participate in, including any leadership roles you currently hold or have held in the past.

NEW CITY SCHOOL MISSION, VISION & GUIDING PRINCIPLES

Mission: The mission of New City School is to serve Harrisburg as a community school grounded in the love of Christ offering a rich education of mind and soul for students from diverse ethnic and socio-economic backgrounds.

Vision: The vision of New City School is to be a thriving, diverse urban school that cultivates well educated virtuous students who have developed a love for learning and service in the Harrisburg community and beyond.

Guiding Statement & Principles: New City School is a Christian school that builds community across economic and cultural boundaries, teaching students respect, responsibility and reconciliation. Located in the heart of Harrisburg, New City School is called to offer a true urban education of mind and soul for a prosperous Harrisburg.

Principles New City School embraces:

Service

Creativity

Honesty

Celebration

Sacrifice

Inquisitiveness

Integrity

Life-long Learning

Love

Self-discipline

Humility

Christ-centered

FAITH & EDUCATIONAL PHILOSOPHY

We are interested in your ability to organize and express thoughts on a specific topic in a succinct manner. Please answer the following questions in the space provided on this page (If you need additional space please attach with application).

1. Give a concise statement about your faith journey and your relationship with Jesus Christ.
2. Explain why you wish to teach in a Christ-centered, classical, inner-city school and include your philosophy statement on Christian education.
3. Describe how you would integrate Christian faith into the academic subjects.

Date

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

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.

	Yes	No
Were you ever convicted of a criminal offense?	<input type="checkbox"/>	<input type="checkbox"/>
Are you currently under charges for a criminal offense?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever forfeited bond or collateral in connection with a criminal offense?	<input type="checkbox"/>	<input type="checkbox"/>
Within the last ten years, have you been fired from any job for any reason?	<input type="checkbox"/>	<input type="checkbox"/>
Within the last ten years, have you quit a job after being notified that you would be fired?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been professionally disciplined in any state? Professional disciplined 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.	<input type="checkbox"/>	<input type="checkbox"/>
Are you subject to any visa or immigration status, which would prevent lawful employment?	<input type="checkbox"/>	<input type="checkbox"/>

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.

Date

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

REQUIRED ATTACHMENTS

- 1. Current resume.
- 2. Copy of all teaching certificates.
- 3. Transcript(s) for all college/university work.
- 4. Copies of letters of reference and/or evaluations from college/university student teacher supervisor and cooperating teacher(s), if applicable.
- 5. Copies of current (completed within last 12 months) PA State Police Criminal History Record, PA Child Abuse History
- 6. Clearance, Federal Criminal History Check and completed Act 168 Forms. *(Required upon hire.)*

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 New City School 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]

New City School 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 New City School.

NEW CITY SCHOOL CLEARANCE PROCESS

Instructions

All prospective employees, interns, and student teachers of New City School must obtain a Child Abuse Clearance, Pennsylvania Criminal Clearance, and an FBI Federal Criminal History Clearance prior to working in the school. As of January 1, 2015, all employees of New City School must obtain new clearances every five years.

Following are the instructions for obtaining the three required clearances:

1) FBI Federal Criminal History Clearance

- a. Applicants must register online (www.pa.cogentid.com and click on PA Department of Education on the first screen). If you have any difficulties while registering online, you can call 1-888-439-2486.
- b. There is a fee of \$27.50 for the fingerprint clearance. To receive a copy of the fingerprint clearance, there is an additional
- c. \$2.50 fee. Credit/debit card may be used online. Money orders or cashier's checks payable to Cogent Systems will be accepted (cash or personal checks will not be accepted).
- d. Applicants should either print out the registration confirmation number or, if they do not have access to a printer, record the number in a safe place.
- e. Once registered, fingerprints may be taken at the location of your choice, no appointments are necessary. Please check the website for each location's hours.
- f. Applicants must provide proof of identity upon arrival at the Fingerprint Center (state issued driver's license, state I.D card, passport, etc.).
- g. After being fingerprinted, applicants must provide New City School with the registration confirmation number. New City School will then obtain the original clearance via the website. New City School may not provide a copy of the clearance to the applicant.

2) ACT 34- PA State Police Criminal Record Check

- a. Go to <https://epatch.state.pa.us/Home.jsp>.
- b. A credit card for the \$8.00 fee.
- c. Verification will be obtained immediately.
- d. If you choose to send your registration in by mail there will be a \$10.00.

3) Act 151- PA Child Abuse History Clearance

- a. Go to <https://www.compass.state.pa.us/CWIS> (create an account).
- b. After creating your account you will receive an email with your password to log into the website and complete the clearance application.
- c. Please be sure to select the appropriate type of clearance for educational institutions (School Employment).
- d. You will need a credit card for the \$8.00 fee. Verification can take up to 14 days and applicants can choose to receive notification via email, mailed to their home address, or both.
- e. Once received, applicants must provide the employer with the all original clearance forms, and copies will be made.

4) Act 168

Act 168 of 2014 requires; that all employers hiring after December 2014, must conduct an employment history review for any prospective employee, prior to hiring, for a position where he/she will have direct contact with children. New City School will provide direction regarding Act 168 review for all new employees during the hiring process.