

## PERSONNEL DATA SUMMARY

Type or print in ink (if additional space is needed, use 8 1/2 x 11 sheet) • Please complete both sides

Name (Last, First, M.I.)		Social Security No.		Telephone No. - present work no. or Other (Specify)		
Address – Street, RD.		City	County		State	Zip Code
Are you a US Citizen	How long a resident of PA	If your school/employment records listed under another name – Please list name here ▶		Veterans Credit Claimed		
Yes	No	yrs.			-For Self	- For Spouse
Name and Location of Educational Institution		Dates Attended	Sem. Credits	Date Grad.	Diploma or Degree	Major Subjects or Courses
High School						
College or University						
Graduate or Professional						
Other Schooling (Specify)						
List by number, year issued and date of expiration any license (to include driver's license), certificate or registration issued by the commonwealth or professional association which relates to, or is a requirement for the position for which you are applying.						
List any professional organizations to which you belong (DO NOT LIST ANY ORGANIZATION THAT WOULD REVEAL YOUR RACE, COLOR, RELIGIOUS CREED OR NATIONAL ORIGIN).						
List any other training and experience you have that you believe particularly applicable to the type of work for which you are applying.						
<b>EMPLOYMENT RECORD</b> ▶	List your complete employment record including period of unemployment starting with your present position and working backwards. (Include paid employment, volunteer or unpaid work and military services which in your opinion helps to qualify you for the job you want.					
Name & Address of Employer		Position Title		Name and Title of Immediate Supervisor		
Phone #		Dates of Employment From:                      to		No. Hours Worked Each Week		
Describe fully your major duties and responsibilities:						
No. Employees Supervised:						

Name & Address of Employer  Phone #	Position Title	Name and Title of Immediate Supervisor	
	Dates of Employment From:                      to		No. Hours Worked Each Week

Describe fully your major duties and responsibilities:

**No. Employees Supervised:**

Name & Address of Employer  Phone #	Position Title	Name and Title of Immediate Supervisor	
	Dates of Employment From:                      to		No. Hours Worked Each Week

Describe fully your major duties and responsibilities:

**No. Employees Supervised:**

**WERE YOU EVER CONVICTED OF A CRIMINAL OFFENSE OR HAVE YOU EVER FORFEITED BOND OR COLLATERAL IN CONNECTION WITH A CRIMINAL CHARGE?** (The term criminal offense is defined as any felony or misdemeanor, including any summary offense. Omit only: (1) minor traffic violations and (2) any offense committed before your 18<sup>th</sup> birthday, which was finally adjudicated in juvenile court or under a youth offender law.) Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merit. If ~~yes~~, give details on a separate sheet of paper. Be sure to include your social security number.

YES

NO

**ARE THERE ANY CRIMINAL CHARGES PENDING AGAINST YOU? IF “YES” PLEASE GIVE DETAILS.**

I hereby certify that all statements are complete and correct to the best of my knowledge and belief. I am aware that all statements contained herein will be verified and that willful misrepresentation will result in dismissal.

Signature (sign as you usually sign)

Date

**Note:** State law provides that no person under 18 years may be employed unless he has an employment certificate obtained from an authorized school district official.