



Hinkletown Mennonite School does not discriminate on the basis of sex, race, disability, national or ethnic origin.

APPLICATION FOR GENERAL STAFF EMPLOYMENT

SECTION I:

Personal Profile

Position applying for _____

Name _____ Date _____

Street Address: _____

City _____ State _____ Zip Code _____

Telephone _____ E-mail _____

Religious Affiliation

Congregation attending _____

Denomination _____ Are you a member of this church? _____

Educational Background

| | <i>Name of institution</i> | <i>Location</i> | <i>Degree</i> | <i>Years Attended</i> | <i>Degree Year</i> |
|----------------|----------------------------|-----------------|---------------|-----------------------|--------------------|
| High School | _____ | _____ | _____ | _____ | _____ |
| College | _____ | _____ | _____ | _____ | _____ |
| Graduate Level | _____ | _____ | _____ | _____ | _____ |
| Other | _____ | _____ | _____ | _____ | _____ |

Employment Background

(List from most recent)

| <i>Employer</i> | <i>Telephone</i> | <i>Type of Work</i> | <i>Years</i> |
|-----------------|------------------|---------------------|--------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

SECTION II:

This section is to be completed only by persons applying for a school bus driving position.

- Do you have a CDL licenses? _____ Yes _____ No
- Do you have a CDL with school bus endorsement? _____ Yes _____ No
- If Yes, list experience you have driving buses or vans commercially or for schools.

HMS will pay for training for CDL license and school bus endorsement.

SECTION III:

Describe other experiences or attributes you possess that have prepared you to be successful at this position.

SECTION IV:

Statements of Christian Faith and Commitments

1. Write a brief summary about your personal relationship to Christ and your involvement in your local congregation.

2. Are you willing to be guided by the administration of the school? _____ Yes _____ No
3. Are you willing to consider changes in life/conduct that may be requested? _____ Yes _____ No

ACT 34 COMPLIANCE (Background check of prospective employees)

Each Pennsylvania resident must submit a copy of a Criminal History Record Information from the Pennsylvania State Police or a statement from the PA State Police that the State Police 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 Report must be no more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.**

ACT 151 (PA Child Abuse History Clearance)

Each candidate must submit a copy of an official clearance statement obtained from the Pennsylvania Dept. of Public Welfare or a statement from the Dept. of Public Welfare that no record exists. ***The clearance statement must be no more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.***

(More information on our school community is available on our website at www.hmsk8.org)

***Please return this application to:
Hinkletown Mennonite School
272 Wanner Rd. Ephrata, PA 17522
(717) 354-7100 office@hmsk8.org***