STANDARD APPLICATION

# Renfrew Institute For Cultural and Environmental Studies, Inc.

(Please Print or Type)

|  |  |
| --- | --- |
| Position(s) Desired |       |
|  |
| Name |       |  |  |
|  | Last | First | Middle |  |  |
|  |
| Present Address |       |  |       |
|  | Street |  | (Area Code) Telephone |
|  |       |       |  |       |
|  | City | State | Zip Code |
|  |
| Permanent Address |       |  |       |
|  | Street |  | (Area Code) Telephone |
|  |       |       |  |       |
|  | City | State |  | Zip Code |
|  |
| E-mail Address |       |
|  |

EDUCATIONAL BACKGROUND

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | School or Institution and Location | Major/Minor | Diplomas,Degrees orCredits Earned | Grade PointAverage(GPA) |
| High School |       |       |       |       |
| College/University |       |       |       |       |
| College/University |       |       |       |       |
| Graduate Study |       |       |       |       |
| Graduate Study |       |       |       |       |

\* Note: You may omit the above if complete info is included within your resume.

## EXPERIENCE

(Present or most recent first)

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

\* Note: You may skip this page if complete information is included on your resume.

## REFERENCES

References should include previous employers who have first-hand knowledge of your professional competence and your personal qualifications. 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 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: |
|       |
|       |
|       |
|       |

## 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 |
|  |  |
| Have you ever been professionally disciplined in any state?Professionally disciplined means the annulment, revocation or suspension of any certification or having received a letter of reprimand from any professional organization or agency with which you were affiliated. |  | 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. |

ACT 34 Clearance (PA State Police Criminal Background Check)

Each applicant must submit with his/her employment application a copy of a Criminal History Record from the Pennsylvania State Police. Prospective employees must submit ORIGINAL report, which may not be more than one (1) year old.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

ACT 114 (Federal Criminal History Record)

Each applicant must submit with his/her employment application a copy of a Federal Criminal Record from the Federal Bureau of Investigation (FBI). Prospective employees must submit ORIGINAL report, which may not be more than one (1) year old.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

ACT 151 Clearance (PA Child Abuse History Clearance)

Each candidate must submit with his/her employment application a copy of an official clearance from the Pennsylvania Department of Public Welfare. Prospective employees must submit ORIGINAL report, which may not be more than one (1) year old.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

ESSAY

Please write an essay as described on the last page of this application. For your convenience, you may attach a sheet; however, your essay may not exceed one page. At the bottom of the attachment, please print and sign your name.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

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 Renfrew Institute 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] |

*Renfrew Institute for Cultural and Environmental Studies, Inc. shall not discriminate in their 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.*

|  |
| --- |
| ESSAY |
| We are interested in your ability to organize and express thoughts on a specific topic in a succinct manner. Please select one of the following topics and write an essay in the space provided on this page. |
| • The Most Important Qualities of a Non-Profit Leader• The Importance of Professional Partnerships and How I Plan to Incorporate Them Throughout My Career• How Community Based Organizations Contribute to Quality of Life in a Small Town |
|       |
| Signature |  | Name |  |
| Note to applicants: This application can be downloaded from Renfrew Institute’s home page, which is accessible at: [www.renfrewinstitute.org](http://www.renfrewinstitute.org). |
|  |