

Canon-McMillan School District
PROFESSIONAL APPLICATION FOR EMPLOYMENT
REQUIRED INFORMATION

I. SUMMARY INFORMATION

Candidate must complete information below to be considered for an interview and must have a minimum of a 3.0 GPA in Bachelor's Degree.

1. Cumulative college GPA _____
2. Cumulative Masters Degree GPA (if applicable) _____
3. GPA of Certified area _____
4. Praxis (NTE) scores: Core Battery
(General Knowledge) _____
Content Area _____

II. The Canon-McMillan School District operates under an Anti-Nepotism Policy. The following questions must be answered before the district can process your application:

1. Are you a relative of any School Board member or Administrator of the Canon-McMillan School District as defined in the "Definitions" section of the Anti-Nepotism Policy?

YES

NO

If yes, please list the person(s) and the relationship(s):

2. Are you related to any full time employee of the school district?

YES

NO

If yes, please list the person(s) and the relationship(s):

Applicant's Signature

Date

CANON-MCMILLAN SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: NEPOTISM

ADOPTED: August 20, 2007

REVISED: November 16, 2009

304.1. NEPOTISM	
1. Purpose	<p>The hiring of a school employee related to a member of the School Board, administrator or other management level employee may arouse public suspicion that the employee was hired on the basis of relationship rather than merit. Thus, the purpose of this policy is to prevent nepotism in the hiring of school employees and to avoid even the appearance of impropriety.</p>
2. Definitions	<p>School Board member shall mean any person who is elected or appointed as a director of the school district.</p> <p>Administrator shall mean any member, employed or contracted, of the school district's management which includes but is not limited to central office administrators, principals, assistant principals, supervisors, and directors.</p> <p>Relative shall mean parent, foster parent, parent-in-law, child, spouse, brother, sister, foster brother, foster sister, grandparent, grandchild, brother-in-law, sister-in-law, son-in-law, daughter-in-law, nieces, nephews, uncles, aunts and first cousins.</p>
3. Authority	<p>No applicant for any paid employment who is a relative of a School Board member or administrator shall be employed by the school district.</p> <p>No employee of the district shall be retained in any position where the employee has direct supervisory responsibility for, or is supervised by, a relative. This provision shall be implemented by reassigning the supervised or supervisory employee. No employee currently employed at the time of this adoption shall be subject to this section.</p> <p>Persons related to school district employees who are not administrators or Board members may be considered for employment and recommended to the Board, provided that the applicant is not being considered for a position where s/he will have direct supervisory responsibility for, or be supervised by, a relative. When the administration is aware that a recommended candidate is a relative of a district employee, the Board shall be informed of the relationship prior to the time the recommendation appears on the agenda.</p>

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Nothing contained in this policy shall affect any person already employed by the school district if a relative is subsequently elected to the Board.

All applicants for paid employment shall be submitted to the Board for approval.

References:

School Code – 24 P.S. Sec. 1111



SCHOOL DISTRICT

ONE NORTH JEFFERSON AVENUE
CANONSBURG, PENNSYLVANIA 15317
(724) 746-2940
FAX (724) 746-9184

COMMITMENT TO EXCELLENCE

HELEN K. McCRACKEN, Ed.D.
Superintendent of Schools

MICHAEL W. DANIELS, M.S.
Assistant to the Superintendent

JONI MANSMANN
Director of Business and Finance

DAWN R. NICOLAUS, Ed.D.
Director of Curriculum and Instruction

Dear Professional Applicant:

Thank you for your interest in obtaining employment in the Canon-McMillan School District. Every consideration will be given to you for the position in which you are qualified.

To receive an interview you must complete the Teacher Insight Survey on our website (www.cmsd.k12.pa.us), located under "Information/Employment". Qualified candidates for positions will be interviewed. The information listed below will be required at that time. The District policy (#304) "Employment of District Staff" may be viewed on our website under "Information/Policies".

(If full time work is not available, substitute applicants are required to supply the same information.)

An application with the following components is required:

1. Proof of your College GPA
2. Proof of your Master Degree College GPA (if applicable)
3. Proof of your Certified Area GPA
4. Scores on the Praxis (former NTE's) Core and Content Area Test (required for interview) Core Battery is the General Knowledge score **OR** the PPST scores as well as Principals of Learning and Teaching (Listening Skills for applicable year).

This packet contains an Employment Application, School District Nepotism Policy #304.1. You must apply for the Report of Criminal History Record from the Pennsylvania State Police, Report of Federal Criminal History Record from the F.B.I. and for the Pennsylvania Child Abuse History Clearance from the Department of Public Welfare.

When you return your completed employment application to this office, your Act 34 Criminal History Record Clearance, Act 151 Pennsylvania Child Abuse History Clearance, college transcripts, Praxis (NTE) test scores, and teaching certificate must be included. The School Personnel Health Record form, the Act 34 Criminal History Record Clearance and the Act 151 Pennsylvania Child Abuse History Clearance must be completed before any hiring recommendation can be made. The cost for these procedures must be borne by the applicant. Original documents must be presented.

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If you receive reasonable assurance of employment you will be required to apply for F.B.I. Criminal Record Clearance. Also a School Personnel Health Record form must be completed by your physician. A tuberculosis test is required as well of all prospective employees.

Your application will be considered active for six (6) months. If you do not find employment during this period, please submit a new letter of interest to remain active for an additional 6 months. Also, you must respond in writing to new positions that are posted or advertised.

Sincerely,

CANON-McMILLAN SCHOOL DISTRICT

A handwritten signature in black ink that reads "Helen K. McCracken". The signature is written in a cursive style with a large, prominent "H" and "M".

Helen K. McCracken, Ed. D.
Superintendent of Schools

HKM/db