



THREE RIVERS VILLAGE SCHOOL

EMPLOYMENT INSTRUCTIONS

Individuals seeking employment at Three Rivers Village School should submit the following materials:

1. Completed TRVS Employment Application
2. Provide proof of, or intent to obtain the following clearances:
 - Federal Criminal History Record
 - Pennsylvania State Criminal Record Check
 - Pennsylvania Child Abuse History Clearance
3. Resume
4. Letter of interest addressing at least the following specifics:
 - How you became interested in Three Rivers Village School.
 - Why you would like to be on staff.
 - What reading you've done about Three Rivers Village School and other democratic schools.
 - Any previous experience you have had attending, visiting, or working in other democratic schools.
 - Any previous experience you have working with children and teens.
 - Any previous experience you have with business or nonprofit administration.
 - Your own interests, passions, and skills.

Materials should be emailed or mailed to:

Three Rivers Village School
[hiring@threeriversvillageschool.org](mailto: hiring@threeriversvillageschool.org)
134 East Elizabeth Street
Pittsburgh PA 15207
(412) 408-3388



THREE RIVERS VILLAGE SCHOOL

EMPLOYMENT APPLICATION

APPLICANT INFORMATION					
Last Name		First		M.I.	
Street Address				Apartment/Unit #	
City		State		Zip	
Phone		E-mail Address			
What kind of work schedule are you interested in?		Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/> ___ hours per week	Subbing <input type="checkbox"/>	
Are you authorized to work in the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Is there anything that will come up on a background check that you'd like us to know more about?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please explain or attach another sheet	
EDUCATION & TEACHING CREDENTIALS					
Please list any degrees you hold:			Please list any Pennsylvania teaching certificates you hold:		
REFERENCES					
<i>Please list three references.</i>					
Full Name		Relationship			
Company		Phone			
Full Name		Relationship			
Company		Phone			
Full Name		Relationship			
Company		Phone			
DISCLAIMER AND SIGNATURE					
I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.					
<i>My name typed on the line below is intended to have, and shall have, the same validity as my handwritten signature.</i>					
Signature				Date	

Please submit this application, along with other employment materials to:

Three Rivers Village School
hiring@threeriversvillageschool.org
 134 East Elizabeth St
 Pittsburgh PA 15207