



## 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
  - Any previous experience working with children and teens
  - Any previous experience with business or nonprofit administration
  - Any experience with the following: Adobe Suite or other graphic design programs, restorative and transformative justice practices, mediation, or non-violent communication
  - Your own interests, passions, and skills

Materials should be emailed or mailed to:

Three Rivers Village School  
[info@threeriversvillageschool.org](mailto:info@threeriversvillageschool.org)  
4713 Chatsworth Ave.  
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	Part-time ____ hours per week	Subbing	
Are you authorized to work in the United States?		YES	NO		
Is there anything that will come up on a background check that you'd like us to know more about?		YES	NO	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					
Please list three references.					
Full Name			Relationship		
Company			Phone		
Full Name			Relationship		
Company			Phone		
Full Name			Relationship		
Company			Phone		

DISCLAIMER AND SIGNATURE
<p>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.</p> <p>My name typed on the line below is intended to have, and shall have, the same validity as my handwritten signature.</p>
Signature and Date

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

Three Rivers Village School  
[hire@threeriversvillageschool.org](mailto:hire@threeriversvillageschool.org)  
134 East Elizabeth St  
Pittsburgh PA 15207

**Chatsworth Avenue · Pittsburgh, PA 15207 · 412-408-3388 · [www.ThreeRiversVillageSchool.org](http://www.ThreeRiversVillageSchool.org)**