

# STANDARD APPLICATION For Teaching Positions in Pennsylvania Public Schools

(PLEASE PRINT OR TYPE)

POSITION(S) DESIRED English/Language Arts Teacher Grades 7-12

NAME Bilello Jessica Marie   
LAST FIRST MIDDLE SOCIAL SECURITY NUMBER<sup>1</sup>

PRESENT ADDRESS 88 Summit Trace Road (570) 807-2307  
STREET (AREA CODE) TELEPHONE  
Langhorne PA  
CITY STATE ZIP CODE

PERMANENT ADDRESS    
STREET (AREA CODE) TELEPHONE  
   
CITY STATE ZIP CODE

E-MAIL ADDRESS (IF AVAILABLE) jmb091@albright.edu

LIST, IN ORDER OF PREFERENCE, THE GRADES, SUBJECTS AND/OR POSITIONS FOR WHICH YOU ARE APPLYING:

1.  2.  3.

## CERTIFICATION

(LIST ALL AREAS IN WHICH YOU HOLD VALID PENNSYLVANIA AND/OR OUT-OF-STATE TEACHING CERTIFICATES. NOTE: APPLICANTS HOLDING A CERTIFICATE FROM ANOTHER STATE MUST OBTAIN A PENNSYLVANIA CERTIFICATE IN ORDER TO TEACH IN PENNSYLVANIA PUBLIC SCHOOLS.)

AREA OF CERTIFICATION	ISSUING STATE	DATE ISSUED
English	PA	5/2010

HAVE YOU ACQUIRED TENURE IN PENNSYLVANIA? No

IF YES, IN WHAT SCHOOL DISTRICT?

DATE AVAILABLE FOR EMPLOYMENT START OF 2013-2014 SCHOOL YEAR

IF YOU ARE NOT EMPLOYED FULL TIME, ARE YOU INTERESTED IN BEING PLACED ON OUR SUBSTITUTE LIST? X YES ☐ NO  
LONG-TERM X YES ☐ NO SHORT-TERM X YES ☐ NO

<sup>1</sup> Federal Privacy Act [5 U.S.C. §552A NOTE] Statement. Authority for requesting social security account numbers: Public School Code of 1949 [24 P.S. § 12-1212, 24 P.S. §1224] Principal Purpose: To verify certification. Other Purposes: Identification and collection of criminal/disciplinary records for certified educators. Disclosure: Mandatory. Failure to provide the Social Security Number will result in an applicant not being considered for employment.

## EDUCATIONAL BACKGROUND

	SCHOOL OR INSTITUTION AND LOCATION	MAJOR/ MINOR	DIPLOMAS, DEGREES OR CREDITS EARNED	GRADE POINT AVERAGE (GPA)
HIGH SCHOOL	Pocono Mountain West Pocono Summit, PA		HS Diploma	3.6
COLLEGE/UNIVERSITY	Albright College Reading, PA	English	BA	3.5
COLLEGE/UNIVERSITY				
GRADUATE STUDY	Albright College Reading, PA	Education	MS	3.9
GRADUATE STUDY				

## EXPERIENCE

(PRESENT OR MOST RECENT FIRST)

Dates		Name of Employer and Address		Your Title
From	8/2010	East Stroudsburg High School North, East Stroudsburg Area SD		English Teacher
		HC 12 Box 690		
To	6/2013	Dingman's Ferry PA 18328		
		(Area Code) Telephone:	(570) 588-4420	
Work Performed:				Reason for Leaving:
<p>Developed and implemented daily and unit lesson plans for grades 10, 11 and 12, administered tests and evaluations, and analyzed student performance.</p> <p>Fostered a classroom environment conducive to learning and promoted excellent student/teacher interaction.</p> <p>Participated in faculty, department, and professional learning community meetings.</p> <p>Established and maintained positive relationships with students, parents and colleagues in order to promote an environment of open communication and support.</p>				Relocated to Langhorne, PA
Name & Title of Supervisor:	Jennifer Marmo, English Department Chair		Final Yearly Salary:	\$43,000
Dates		Name of Employer and Address		Your Title
From	1/2009	Albright College Academic Learning Center		Graduate Asst./Tutor Coordinator
		13 <sup>th</sup> and Bern Streets		
To	1/2010	Reading PA 19612		
		(Area Code) Telephone:	(610) 921-7662	
Work Performed:				Reason for Leaving:
<p>Assisted with the coordination and implementation of tutoring services, including training, scheduling and evaluation.</p>				Began student teaching
Name & Title of Supervisor:	Erin Evans, Asst. Dean and Director of the Academic Learning Center		Final Yearly Salary:	\$10.00/hour

Please list activities that you are qualified to supervise or coach:

Student newspaper, Student Council, Study Club

If you have not been previously employed in a teaching position, please complete the following:

### STUDENT OR PRACTICE TEACHING

GRADE OR SUBJECT TAUGHT	NAME AND ADDRESS OF SCHOOL	1. COLLEGE SUPERVISOR 2. COOPERATING TEACHER
7 <sup>th</sup> grade Language Arts	Fleetwood Middle School	1. Dr. Cheryl Yocum
	407 N. Richmond St.	
	Fleetwood PA 19522	2. Mrs. Mary Ann Eichenlaub
12 <sup>th</sup> grade English	Wilson High School	1. Dr. Cheryl Yocum
	2601 Grandview Blvd.	
	West Lawn PA 19609	2. Dr. Larry Nallo

#### Student Teaching References:

Please attach photocopies of letters of reference and/or evaluations from college/university student teacher supervisor and cooperating teacher(s).

### REFERENCES

References should include superintendents, principals or professors who have first-hand knowledge of your professional competence and your personal qualifications. Experienced teachers should include the superintendent and principal of the two most recent schools in which employed. 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
Dr. Joseph Yarworth	Chair / Assistant Professor of Education Albright College	13 <sup>th</sup> and Bern Streets Reading PA 19612	610-780-0271
Erin Evans	Asst. Dean and Director of the Academic Learning Center Albright College	13 <sup>th</sup> and Bern Streets Reading PA 19612	610-921-7662
Dr. Richard Androne	Professor of English Albright College	13 <sup>th</sup> and Bern Streets Reading PA 19612	610-921-7807

## OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experiences (including U.S. military service) 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:

While teaching at the high school level for the last three years, I learned the importance of planning ahead and being consistent at all times. Students want to know what is coming next, so it is important for teachers to have a game plan. This should be shared with the students. Also, it is important to remain consistent with classroom management and discipline. Students will respect the teacher and the classroom if the teacher is consistent. Teachers have to follow their own rules, set consequences and always follow through.

I am active within my department and the school as a whole. I currently stay after school one day a week to advise the Study Club. This club provides students with an opportunity to complete assignments or work on projects after school. It also gives students access to computers if they are not available at home. I am also the Reading Olympics adviser. Reading Olympics is a club where students read books from an assigned list throughout the school year, and the students attend a competition in the spring.

Throughout high school and college, I worked in many jobs. I gained a great deal of skills from working as the graduate assistant and tutor coordinator at the Academic Learning Center at Albright College. I had many responsibilities and this helped me to stay organized and manage my time well. While in college, I was also news editor for the *Albrightian*, the student newspaper. Being news editor involves writing and editing articles as well as helping journalists who are just beginning. I also was on the Dean's List for several semesters. This shows not only do I work hard academically, but I am able to manage working, being involved on campus and doing well in school.

I have knowledge of computers. I am comfortable working with Microsoft Office which includes Word, Excel and PowerPoint. I have also created a website to showcase my digital portfolio. My digital portfolio can be found at [www.jbilello.weebly.com](http://www.jbilello.weebly.com).

## 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? ☐ Yes ☒ No

Professional disciplined means the annulment, revocation or suspension of your teaching certification or having received a letter of reprimand from an agency, board or commission of state government, such as the Pennsylvania Professional Standards and Practices Commission.

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.

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**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.

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**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.

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**ESSAY**

Please write an essay as described on page six. 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.

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**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 \_\_\_\_\_ (school district) 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.

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**Date**

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**Signature of Candidate (in ink)**

**[Must be original]**

*Pennsylvania school districts shall not discriminate in their educational programs, activities or 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. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the school district.*

## 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.

1. The Most Important Qualities of an Outstanding Educator.
2. My Philosophy of Student Discipline.
3. The Importance of Continuing Professional Development and How I Plan to Incorporate It Throughout My Career.
4. Essential Elements of Instruction, Administration or Area of Certification.
5. How Information Technology (i.e., computers, Internet) Can Be Integrated into the Instructional Process and Curriculum.

### **The Most Important Qualities of an Outstanding Educator**

The most important qualities of outstanding educators are being: highly educated, independent, organized, dedicated as well as having pride in what they do. Teachers attend college for at least four years, in order to bolster their skills and learn more about their field. Part of the educational process includes multiple observations in the field in order to be prepared in the future. The last step to gaining a teacher's certification is student teaching. Student teaching allows future teachers to gain experience in the classroom. Independence plays an important role in being a teacher because teachers need to be able to manage their time without the assistance of others. Teachers must stay on track in order to complete the multiple requirements of the curriculum and duties to the school. On a day to day basis, teachers need to make sure all their unit plans and lesson plans are completed prior to the start of class. Teachers who are well prepared and organized set a good example for their students and influence them in a positive manner. Dedicated service also falls under the category of qualities that describe an outstanding educator. A teacher who is dedicated is able to make daily contributions to both the students and the school community as a whole. Teachers continually work hard with students to encourage them to live up to their potential, and they do this for the benefit of the students not for themselves. Perhaps one of the most important and rewarding qualities of being a teacher is pride in one's work. Teachers have the potential to experience a great deal of pride in exchange for their hard work and dedication. Teachers who go the extra mile to help their students may feel a sense of euphoria for all their successes, as well as their students. This pride is self-motivating, and I feel that it is what makes great teachers great. Education, independence, organization, dedication and having pride in one's work are important and essential qualities in an outstanding educator.

**Signature** \_\_\_\_\_ **Name** Jessica Bilello

Note to applicants: This application can be downloaded from the Department of Education's home page which is accessible at: <http://www.state.pa.us>.

This application was developed, in accordance with Section 1204.1 of Act 107 of 1996, by the Pennsylvania Department of Education in consultation with organizations representing school administrators, including personnel administrators, teachers and school boards. Questions should be referred to PDE School Services Unit at Voice Telephone (717) 787-4860, Text Telephone TTY (717) 783-8445 or FAX (717) 783-6802. If you need accommodation in completing this application, including alternate format, please contact the school district.