

PENN MANOR SCHOOL DISTRICT

Building and Grounds

Custodial Employment Application

The Penn Manor School District consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legal protected status.

INSTRUCTIONS:

Type or print all information.
 Provide complete information.
 Do not leave any space blank.
 Candidates to be interviewed will be selected based on information provided on this application.
 Use back page of booklet if more space is required.

ADDITIONAL INFORMATION:

The successful candidate will be required to take a physical examination prior to employment.
 The successful candidate must follow the requirements of Act 34 requiring a State Police background check and Act 151 Child Abuse check prior to employment.
 The successful candidate's employment will be confirmed by the Board of Education at their next meeting.

GENERAL

Position Applied For		Date of Application		
Last Name		First Name		Middle Name
Address		City		State Zip Code
Mailing Address		City		State Zip Code
Telephone Numbers		Social Security Number		
Daytime				
Evening				
Legally Eligible for Employment in the United States		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Date Available to start work	/ /			
Are you available to work	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Substitute	Please Circle Shift(s) Please Circle Shift(s) Please Circle Shift(s)	1 2 3 1 2 3 1 2 3	
Have you ever filed an application with us before?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been employed with us before?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Do any of your friends or relatives work here? If so, who?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you currently employed?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you currently on "lay-off" status and subject to recall?		<input type="checkbox"/> Yes <input type="checkbox"/> No		

EDUCATION & TRAINING

School	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

Special Training or Work Experience in the Custodial Field

WORK EXPERIENCE List Most Recent Employment First

Employer	Dates Employed		Worked Performed
Address	From	To	
Telephone Number(s)			
Starting/Present Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving			
Employer	Dates Employed		Worked Performed
Address	From	To	
Telephone Number(s)			
Starting/Present Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving			
Employer	Dates Employed		Worked Performed
Address	From	To	
Telephone Number(s)			
Starting/Present Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving			

Comments: Include explanation of any gaps in employment.

PERSONAL/PROFESSIONAL REFERENCES

Do not include family members or past supervisors.

Name/Title	Mailing Address	Phone

PLEASE READ CAREFULLY BEFORE SIGNING

Penn Manor School District is an equal opportunity employer. We do not discriminate against any employee or applicant for employment because of age, race, sex, creed, color or national origin.

I certify that any and all information, which I have set forth in this application, is true and accurate to the best of my knowledge. I recognize that any misstatement I have made herein may subject me to discharge in the event I am hired. I understand, also, that I am required to abide by all rules and regulations of the employer.

This application for employment shall be considered active for a period of one year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at this time.

I give my permission for Penn Manor School District to check with my present and/or past employers and references. I also authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

Signature

Date