

**Application for Temporary Summer Employment**

Office Use Only Employee# _____
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**NEW**

**(1<sup>st</sup> year summer applicant who is NOT an employee in PSD)**

All areas **MUST** be completed for summer employment consideration:

Name \_\_\_\_\_ Date \_\_\_\_\_  
(Last) (First) (M.I.)

Address \_\_\_\_\_  
(Street) (Apt/Box #) (City) (State) (Zip)

Social Security # \_\_\_\_\_ Telephone # \_\_\_\_\_

Email: \_\_\_\_\_

Are you at least 18 years of age?  Yes  **\*NO →** \* If "NO" a COPY of WORK PERMIT or COPY of BIRTH CERTIFICATE MUST be provided with this application for summer consideration

**NOTE:** PA Department of Labor requires us to obtain a work permit from all employees under age 18 **BEFORE THEY BEGIN WORK**. Generally, work permits are issued at the school the minor is attending. If you are under 18 and do not currently have a work permit, please contact your school. If you DO have a work permit, please furnish a copy to our office.

Anticipated summer **start** date: **June 15<sup>th</sup>** *(subject to change pending inclement weather days used during the school year)*

Anticipated summer **end** date: **August 14<sup>th</sup>**

First date available for summer: \_\_\_\_\_ Last date available for summer: \_\_\_\_\_

Number (1 to 4) preference order: \_\_\_\_\_ Cleaning \_\_\_\_\_ Grounds \_\_\_\_\_ Garage \_\_\_\_\_ Painting/Maintenance

Shift Preference *(exact shift hours to be determined)*:

**(full day):** \_\_\_\_\_ 6:00am-2:30pm \_\_\_\_\_ 9:30am-6:00pm \_\_\_\_\_ 2:30pm-11:00pm

**(part time):** \_\_\_\_\_ 6:00am-10:00am \_\_\_\_\_ 10:00am-2:00pm \_\_\_\_\_ 2:00pm-6:00pm

**A. WORK EXPERIENCE** (Please include non-paid work. Attach additional sheet of work experience, if needed)

Type of Work	Name/Address/Phone No. of Employer	Dates	Supervisor
		From: To:	
		From: To:	

**B. REFERENCES** (If previously employed)

Name	Address	Telephone

**SEE OTHER SIDE**

**C. BACKGROUND CHECK CLEARANCES:** ALL “NEW” (1<sup>st</sup> year) applicants are required to provide the three clearances listed below and also complete the Act 24/82 (attached). All clearances must be attached to this application at time of return of application.

**NO EXCEPTIONS.**

As part of Parkland School District’s ongoing efforts to assure the safety and security of our students and staff, we are requiring all non-district applicants to provide us with copies of the background clearances listed below. **Copies of these clearances must be attached to this application at time of return to be considered for summer employment.** *(Please see attached instruction sheet on how to apply for clearances listed below)*

1. Pennsylvania Child Abuse History Clearance
2. Pennsylvania State Criminal Record History Check
3. FBI Fingerprint Clearance
4. Act 24/82: Arrest / Conviction Report and Certification Form *(Attached)*

**D. Areas (1) and (2) below must be signed and dated for summer employment consideration.**

- (1) I have received the 2020 Summer Employment Rules and understand failure to comply may result in termination of employment and may eliminate me from future employment consideration.

\_\_\_\_\_

Date	Applicant Signature	Parent Signature <i>(if applicant is under 18)</i>
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- (2) I have received, read and understand the job description for a temporary summer employee and can perform the essential functions of the job with or without reasonable accommodations.

\_\_\_\_\_

Date	Applicant Signature	Parent Signature <i>(if applicant is under 18)</i>
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**NON-DISCRIMINATION IN PROGRAMS AND EMPLOYMENT POLICY**

In accordance with Title VI, Title IX, Section 504 and the Americans with Disabilities Act, the Parkland School District does not discriminate either in the educational or vocational programs and activities which it operates or in the employment of personnel, on the basis of sex, handicap, disability, race, color, national origin, age or religion. All inquiries concerning this policy/questions regarding specific programs, services and facilities for the handicapped should be directed to the district equal rights officer, Assistant Superintendent, Parkland School District, 1210 Springhouse Road, Allentown, PA at 610-351-5505. Note: If you need assistance to complete this application, please contact the Human Resources office at (610) 351-5530 or the School Services Office at (610)-351-5660.

Return application w/clearances by 2/28/20 to:

**School Services – MAINTENANCE OFFICE**  
**Parkland School District - Troxell Building**  
**2219 North Cedar Crest Boulevard**  
**Allentown PA 18104**  
**PH: 610-351-5660 / Fax: 610-351-5679**

# CLEARANCES:    HOW TO APPLY

## Act 34 – PA Criminal Background

- Please select “**Employment**” for the Purpose of Request entry.
- Apply online via the “epatch” system at <https://epatch.state.pa.us/Home.jsp>
- Results should be instantaneous unless they are “**under review**” in which case, note your reference number and date of application and use that information to check back on the “epatch” website periodically until your results are available.
- Print clearance (**be sure you click all the way through to the “certification form” button – the document you print must show your social security number, DOB, etc.**) and submit to the Maintenance Office with your other clearances.

## Act 151 – PA Child Abuse

- Apply online at <https://www.compass.state.pa.us/CWIS>
- You will need to create an account with a valid email address in order to apply (please follow the directions carefully).
- This is a new online procedure; response time is anywhere between immediate and two (2) weeks.
- Print clearance and submit to the Maintenance Office with your other clearances.

## Act 114 – FBI Background Check *(attached for minors, is an identification requirements application, if you do not have a state-issued photo identification or other primary identity document. Please read the form).*

- Register online at <https://uenroll.identogo.com> – **our school service code is 1KG6XN**
- For more detailed information, visit PDE – Federal Criminal History Background Check.
- Submit a copy of your fingerprinting receipt to the Maintenance Office with your other clearances.
- The registration ID number is on the receipt and is used by the Maintenance Office personnel to view your results online.
- Listed below are **IdentoGO sites** for the actual fingerprinting:

1382 Hanover Avenue, Allentown PA 18109-2019

John Yurconic Agency, 101 N Cedar Crest Blvd, Allentown, PA 18104 **(Need Appointment)**

1866 Leithsville Road, Creekside Marketplace, Hellertown PA 18055-2505

*All three clearances listed above must be attached to your summer application when submitting to the Maintenance Office. Applications with **no or not all 3 clearances**, will be kept in a **HOLD** file (and not reviewed) until all clearances are submitted. Thank you.*

## Please Keep

# 2020 SUMMER EMPLOYMENT RULES and RATES

## Monday, June 15<sup>th</sup> thru Friday, August 14<sup>th</sup>

Summer start date could possibly change due to snow make up days at end of school year

- If you are calling off, please call the Maintenance Office at 610-351-5660 and leave a voice message with the following information: **name and assigned building**. For “work scheduling” purposes within the buildings, advanced notice is required for days off.
- Summer employment is mandatory from the first assigned day of work, tentatively scheduled for **Monday, June 15<sup>th</sup>**, up to and including **Friday, August 14, 2020**. If the district determines that there is a need, additional days after **August 14<sup>th</sup>** may be available should you choose to participate.
- Arriving late, leaving early or otherwise not completing your entire shift, will result in a HALF day being deducted from the 7 allowable days off. No half days will be granted for 4 hour summer employees.
- Summer employees are allowed the maximum of 7 days off during the mandatory period. Days worked after **August 14<sup>th</sup>** will not be considered makeup days. Allowable days off for any reason including vacation, personal business, illness, other emergencies, etc., are subject to lawful leave rights.
- Anyone hired **after** the start of the summer work season, resulting in them working less than 7 weeks, their allowable days off will be prorated at the rate of 1 day per week.
- Any person using more than the allowed 7 days off during the summer may jeopardize consideration for future summer employment.
- Bus drivers working in the garage, or any other location in the district, will not be considered for any summer field trips, football or any other sport activities.
- No cell phone usage except on breaks or lunch.

## Summer Rates

The hourly rate for all summer positions will be determined by the school board in the spring of 2020, at a minimum the same rates as last year will apply.

**TITLE:**

**TEMPORARY SUMMER EMPLOYEE**

**QUALIFICATIONS:**

1. General knowledge of maintenance / cleaning duties.
2. General knowledge of the Lehigh Valley area.
3. Physically capable of performing duties, as defined in the *Physical Qualifications* section of this job description.
4. Ability to operate basic equipment.
5. A valid PA driver's license is preferred.
6. Effective interpersonal skills.
7. Ability to communicate effectively.
8. Ability to work independently.
9. Ability to follow oral and written instructions.
10. Ability to establish and maintain effective relationships with employees, supervisors and the general public.
11. Other skills and characteristics which the board of school directors may deem appropriate.

**REPORTS TO:**

**Director of School Services, Assistant Director of School Services,  
Maintenance Mechanic, Garage Foreman, Facilities Supervisors**

**LOCATION:**

Any location within the Parkland School District as needed, including some travel outside the district.

**ESSENTIAL JOB  
RESPONSIBILITIES:**

1. Subject to lawful leave rights, to work from the designated start date through and including designated end date, including orientation, 5 days per week, 8 hours per day, (4 hours per day for part-time), Monday through Friday.

**2. Temporary Summer Cleaning Personnel:**

- To assist in the cleaning of all district buildings and to satisfactorily perform assigned duties.

**3. Temporary Summer Grounds Personnel:**

- To assist in the maintenance of all district grounds and grounds equipment and to satisfactorily perform assigned duties.

**\*\* SEE OTHER SIDE \*\***

**4. Temporary Summer Painting / Maintenance Personnel:**

- To assist in the painting and maintenance of all district buildings and to satisfactorily perform assigned duties.

**5. Temporary Summer Cleaning Garage Personnel:**

- To assist in the cleaning of the district fleet of vehicles and the bus garage and to satisfactorily perform assigned duties.
6. Keep cleaning and maintenance equipment, as well as all district vehicles, clean and in good condition.
  7. Move equipment / supplies.
  8. Operate district vehicles, basic hand and power tools.
  9. Read / understand **Material Safety Data** sheets and instructions on equipment and cleaning supplies.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Director of School Services or his/her designee.

**PHYSICAL  
QUALIFICATIONS:**

1. Must be able to climb a ladder, scaffolding and work at heights above ground level.
2. Must be able to lift, carry, push and pull a weight of fifty (50) pounds and transport it twenty-five (25) yards.
3. Must be able to lift a weight of twenty-five (25) pounds to shoulder height or above.
4. Must be able to stoop, bend and operate equipment.
5. Required to sit, stand, walk, read and move about the facility during the entire shift.

**TERMS OF EMPLOYMENT:**

**TEMPORARY**

**SALARY:**

As approved by the Parkland Board of School Directors