

PARKLAND SCHOOL DISTRICT
Application for Temporary Summer Employment

RETURN by 02/28/20

RETURN

Office Use Only Employee # _____

(2nd summer or more and NOT an employee in the Parkland School District)

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 # _____

List summers worked: _____

Email: _____

Are you at least 18 years of age? _____ Yes _____ ***NO →** * If "NO" a WORK PERMIT or a 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 **start** date: **June 15th** (subject to change pending inclement weather days used during the school year)

Anticipated **end** date: **August 14th**

First date available for summer work: _____ **Last** date available for summer work: _____

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

Shift Preference (exact shift hours to be determined):

(full day): _____ 6AM-2:30PM _____ 9:30AM-6PM _____ 2:30PM-11PM
 (part time): _____ 6AM-10AM _____ 10AM-2PM _____ 2PM-6PM

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: NOTE: if you worked summer (2019) you do NOT need to renew your clearances for summer 2020 (unless they are over 5 years old). You DO need to complete the (attached) Act 24/82: Arrest / Conviction Report & Certification Form and return with this application.

If you did not work last summer (2019), but worked prior summers, you MUST renew your clearances as listed below:

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 & 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 *(if applicant is under 18)*

(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 *(if applicant is under 18)*

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 by 02/28/20 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

2020 SUMMER EMPLOYMENT RULES and RATES

Monday, June 15th thru Friday, August 14th

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 15th, up to and including Friday, August 14, 2020. If the district determines that there is a need, additional days after August 14th 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 14th 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.

ARREST/CONVICTION REPORT AND CERTIFICATION FORM
(under Act 24 of 2011 and Act 82 of 2012)

Section 1. Personal Information

Full Legal Name: _____

Date of Birth: ____/____/____

Other names by which you have been identified: _____

Section 2. Arrest or Conviction

By checking this box, I state that I have NOT been arrested for or convicted of any Reportable Offense.

By checking this box, I report that I have been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §§1-111(e) or (f.1) ("Reportable Offense(s)"). See Page 3 of this Form for a list of Reportable Offenses.

Details of Arrests or Convictions

For each arrest for or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the offense for which you have been arrested or convicted, the date and location of arrest and/or conviction, docket number, and the applicable court.

Section 3. Child Abuse

By checking this box, I state that I have NOT been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

By checking this box, I report that I have been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

Section 4. Certification

By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.

Signature

Date

LIST OF REPORTABLE OFFENSES

- **A reportable offense enumerated under 24 P.S. §1-111(e) consists of any of the following:**

(1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:

- | | |
|---|---|
| <ul style="list-style-type: none"> ▪ Chapter 25 (relating to criminal homicide) ▪ Section 2702 (relating to aggravated assault) ▪ Section 2709.1 (relating to stalking) ▪ Section 2901 (relating to kidnapping) ▪ Section 2902 (relating to unlawful restraint) ▪ Section 2910 (relating to luring a child into a motor vehicle or structure) ▪ Section 3121 (relating to rape) ▪ Section 3122.1 (relating to statutory sexual assault) ▪ Section 3123 (relating to involuntary deviate sexual intercourse) ▪ Section 3124.1 (relating to sexual assault) ▪ Section 3124.2 (relating to institutional sexual assault) ▪ Section 3125 (relating to aggravated indecent assault) ▪ Section 3126 (relating to indecent assault) ▪ Section 3127 (relating to indecent exposure) ▪ Section 3129 (relating to sexual intercourse with animal) ▪ Section 4302 (relating to incest) ▪ Section 4303 (relating to concealing death of child) | <ul style="list-style-type: none"> ▪ Section 4304 (relating to endangering welfare of children) ▪ Section 4305 (relating to dealing in infant children) ▪ A felony offense under section 5902(b) (relating to prostitution and related offenses) ▪ Section 5903(c) or (d) (relating to obscene and other sexual materials and performances) ▪ Section 6301(a)(1) (relating to corruption of minors) ▪ Section 6312 (relating to sexual abuse of children) ▪ Section 6318 (relating to unlawful contact with minor) ▪ Section 6319 (relating to solicitation of minors to traffic drugs) ▪ Section 6320 (relating to sexual exploitation of children) |
|---|---|

(2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act."

(3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:

- the United States; or
- one of its territories or possessions; or
- another state; or
- the District of Columbia; or
- the Commonwealth of Puerto Rico; or
- a foreign nation; or
- under a former law of this Commonwealth.

- **A reportable offense enumerated under 24 P.S. §1-111(f.1) consists of any of the following:**

(1) An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.

(2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.

(3) An offense under *75 Pa.C.S. § 3802(a), (b), (c) or (d)* (relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under *75 Pa.C.S. § 3803* (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.

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