

# SERVICE PERSONNEL APPLICATION

## Board of Education

### GREENSBURG SALEM SCHOOL DISTRICT

1 Academy Hill Place, Greensburg, Pennsylvania 15601



NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

#### TYPE OF POSITION APPLYING FOR:

- Maintenance     Custodial     Technical/Clerical     Lunchroom  
Supervisor

- Full Time     Part Time     Temporary

*Applicants will not be hired for substitute or full-time employment unless the following information is received by our office:*

- An Employee Background Check as required by Act 34 and Act 151. This screening is completed by the Pennsylvania State Police and should be forwarded to our Office. Request forms are available in our office, or from the Pennsylvania State Police.
- Federal Finger Print
- Verification of a Tine Test (test for tuberculosis) and a pre-employment physical examination.

*This Application will be kept in our "Active files" for a period of two (2) years.*

**PRIOR WORK HISTORY** - List in Order, Most Recent First

Employer's Name & Address:	Dates (Month/Year) From                  To	Position:
Supervisor:	Phone: (        )	Reason for Leaving:
Describe in detail the work you performed:		
Employer's Name & Address:	Dates (Month/Year) From                  To	Position:
Supervisor:	Phone: (        )	Reason for Leaving:
Describe in detail the work you performed:		
Employer's Name & Address:	Dates (Month/Year) From                  To	Position:
Supervisor:	Phone: (        )	Reason for Leaving:
Describe in detail the work you performed:		
Employer's Name & Address:	Dates (Month/Year) From                  To	Position:
Supervisor:	Phone: (        )	Reason for Leaving:
Describe in detail the work you performed:		
Employer's Name & Address:	Dates (Month/Year) From                  To	Position:
Supervisor:	Phone: (        )	Reason for Leaving:
Describe in detail the work you performed:		

**REFERENCES**

List three (3) references not related to you, who have known you at least one (1) year.		
Name:	Occupation:	
Address:	Phone: (        )	
Name:	Occupation:	
Address:	Phone: (        )	
Name:	Occupation:	
Address:	Phone: (        )	

**GREENSBURG SALEM SCHOOL DISTRICT  
CIVIL RIGHTS NONDISCRIMINATION POLICY AND PROCEDURES**

*June 30, 2004*

The Greensburg Salem School District is an equal opportunity and access educational system and employer. The District will not discriminate in educational programs, opportunities, and activities or in opportunities for employment, based upon race, color, religion, national origin, sex, age, ancestry, or handicap. This policy of nondiscrimination extends to all other legally protected classes as well. Publication of this policy is in accordance with State and Federal laws including the *Civil Rights Act of 1964*, as amended; the *Age Discrimination Act of 1967*, as amended; *Title IV, Title VI, Title VII, and Title IX of Education Amendments of 1972*; and *Sections 503 and 504 of the Rehabilitation Act of 1973*.

The Greensburg Salem School District intends to comply fully with all applicable laws pertaining to all educational courses, programs, and activities offered by the District and in employment of all District personnel. The Greensburg Salem School District will monitor curricula content, student access to programs and activities, and student assessment.

Inquiries concerning the application of these laws should be directed to **Mr. Kevin M. Bringe**, Director of Human Resources. He may be reached at the District's Central Administration Office located at 1 Academy Hill Place, Greensburg, Pennsylvania 15601, or by phone at 724.832.2904. Inquiries may also be directed to the Regional Office for Civil Rights, the Wannamaker Building, 100 Penn Square East, Suite 515, Philadelphia, Pennsylvania 19107, phone: 215.656.8541.

**PERSONAL INFORMATION** - Please Print or Type

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

Present Address \_\_\_\_\_

Do you live in the Greensburg Salem School District?  YES  NO

Position applied for: \_\_\_\_\_ Rate of pay expected: \_\_\_\_\_ per \_\_\_\_\_

If hired, on what date will you be available to start work? \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor crime? (excluding summary offenses)  YES  NO

If yes, describe in full \_\_\_\_\_

Are you able to perform the work for the position sought?  YES  NO

Do you possess a valid Pennsylvania drivers license?  YES  NO

**EDUCATION AND TRAINING**

Type of School	Name of School & Location (City & State - Include all Institutions)	Years Attended		Year Graduated	Course or Type of Training
		From	To		
Grammar or Grade					
High School					
College					
Technical or Business School					
Other					

Describe any Area(s) of Skill (computer skills, typing, plumbing, carpentry, electrical, etc.)

Occasionally the form of an application blank makes it difficult for an individual to adequately summarize his/her complete background. Please use the space below to summarize any additional information necessary to describe your full qualifications, special skills, etc.

I hereby certify that the foregoing information and statements are true. I understand that misrepresentation or omission of the facts called for herein will be sufficient cause for rejection of the application or for dismissal if such information is discovered subsequent to my employment. I understand that an offer of employment with the Board is contingent upon my passing the pre-employment physical examination required by the Board, and receipt of an Act 34 Criminal History Record and Act 151 Child Abuse History information check.

*Return this Application to:*

\_\_\_\_\_  
Signature of Applicant

*Human Resources Office*  
Greensburg Salem School District  
1 Academy Hill Place  
Greensburg, Pennsylvania 15601

**DO NOT WRITE BELOW THIS LINE**

COMMENTS:

Interviewer's Signature:

Date:

COMMENTS:

Interviewer's Signature:

Date: