

PARKLAND SCHOOL DISTRICT
Application for Temporary Summer Employment

RETURN by 5/3/23

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)

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: Monday, June 10, 2024 (subject to change pending inclement weather days used during the school year)

Anticipated **end** date: Friday, August 9, 2024

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 (2023) you do **NOT** need to renew your clearances for summer 2024 (unless your clearances 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 (2023), 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 **2024 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 <small>(if applicant is under 18)</small>
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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 <small>(if applicant is under 18)</small>
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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 Facilities and Operations Office at (610)-351-5660.

Return application by 5/3/23 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**

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.

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.

Please Keep

2024 SUMMER EMPLOYMENT RULES and RATES

Monday, June 10th through Friday, August 9th

- 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 Monday, June 10th up to and including Friday, August 9th, 2024. If the District determines that there is a need, additional days after August 9th 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 9th 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 current summer hourly rate: \$ 13.00/per hour.