

RETURN by 5/3/24 with clearances

Application for Temporary Summer Employment

Office Use Only
Employee# _____

NEW

(1st year summer applicant who is NOT an employee in PSD)

All areas MUST be completed for summer employment consideration (please print):

Name _____ Date _____
(Last) (First) (M.I.)

Address _____
(Street) (Apt/Box #) (City) (State) (Zip)

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

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

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” (1st year) applicants are required to provide the three (3) clearances listed below, and complete the Act 24/82 (attached). All clearances must be attached to this application at the time of application return.

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 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 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 <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 Facilities and Operations Office at (610)-351-5660.

Return application w/clearances by 5/3/24 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

- 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

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

NOTE: **All three clearances mentioned above MUST be attached to the summer application in order to be considered for summer employment**

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, 2023**. 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 hourly rate for all summer positions at **\$13.00**