

## **APPLICATION for EMPLOYMENT**

Please check the position for which you are applying:

<b>Full-time :</b> <input type="checkbox"/> Custodian <input type="checkbox"/> Grounds <input type="checkbox"/> Maintenance
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<b>Part-time :</b> <input type="checkbox"/> Cleaning <input type="checkbox"/> Substitute
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Date of Availability \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_  
 (Last) (First) (Middle)

Address \_\_\_\_\_  
 (Street) (City, State, Zip Code)

Telephone\_(\_\_\_\_\_)\_\_\_\_\_

Are you eighteen years of age or older? \_\_\_\_Yes \_\_\_\_No    **Email Address:** \_\_\_\_\_

**1. Educational Background**

	Name and Location	Course of Study	Years Completed	Diploma/Degree
High School <i>(Optional)</i>				
College or University				
Other (Trade or business school, military, etc.)				

**2. Work Experience** *(List previous employment, starting with your present or last position. You may include volunteer work. You may exclude naming organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status).*

Employment Dates	Position/ Job Title	Name/Address/Phone of Employer	Supervisor	Salary Received	Reason for Leaving
From:					
To:					
From:					
To:					
From:					
To:					

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3. **Special Skills** (Please indicate special job-related skills and qualifications for the position(s) you are applying.)

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4. Have you, at any time, been convicted of a felony, a misdemeanor, or a motor code violation?

Yes  No If "Yes", please explain: \_\_\_\_\_

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*Note: A conviction will not necessarily disqualify an applicant for employment*

5. Are you an U. S. citizen or an alien lawfully authorized to work in the U. S.?  Yes  No

6. Are you an U. S. Veteran?  Yes  No

7. **References** – work related. (Please indicate work related references including those who have supervised your work)

Name	Address	Telephone

Yes  No I authorize and release Parkland School District to contact the above references and discuss with them my background and qualifications for the sought position.

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8. **Licensing Information** (to be completed by all transportation/grounds/garage and all CDL applicants only):

- Yes  No Do you have a valid operator's license, from any state, for at least 5 years?
- Yes  No Do you have a current Class "A" or "B" Pennsylvania Commercial Driver's License?
- Yes  No Do you have the "P" endorsement?
- Yes  No Do you have the "S" endorsement?
- Yes  No Do you have the air brake restriction removed?
- Yes  No Have you completed the twenty (20) hour training program?  
If yes, list the date of completion \_\_\_\_\_
- Yes  No Have you been employed in a position requiring a CDL during the last twenty-four (24) months?

*If you have answered yes to the last item, you must list your former employers in the Work Experience section since Federal Law and Regulations [49CFR Part 382, et al] require school districts to obtain drug and alcohol testing information about possible hires within the previous twenty-four (24) months of employment.*

*All driver (CDL) applicants must complete form (DL-503) Request for Driver Information (3 year abstract).*

Note: A moving violation will not necessarily disqualify an applicant for employment.

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Applicants who have served in a position requiring a CDL during the past twenty-four (24) months must sign the authorization below:

I hereby authorize the Parkland School District to contact my former employers during the past thirty-six (36) months to obtain information about my status with regard to drug and alcohol testing programs in which I participated.

Signature \_\_\_\_\_ Date \_\_\_\_\_

9. Please include a handwritten or typed statement with this application indicating why you are interested in working in Parkland School District and what you can contribute to Parkland School District. Statement should be no longer than one page in length.

**Additional information REQUIRED with application:**

- **ACT 34 Clearance (PA State Police Criminal Background Check) \***
- **ACT 114 (Federal Criminal History Record) \***
- **ACT 151 Clearance (PA Child Abuse History Clearance) \***

*\*ALL CLEARANCES must be completed (dated) within one year prior to your application submission*

- **Act 24/82 Arrest/Conviction Form**
- **PA Act 168 – Sexual Misconduct/Abuse Form (if applicable)**

**If a conditional offer of employment is granted, you will be required to submit the following:**

- **Physical form (completed within one year) including the results of a TB test (completed within three months)**
- **U.S. Immigration and Naturalization Service I-9 Form and produce proof of citizenship or identity and work authorization**

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My signature below certifies that to the best of my knowledge, all information provided herein is complete and true. I understand that any misrepresentation of information shall be sufficient cause for rejecting my candidacy, withdrawing any job offer, or terminating my employment.

I further authorize Parkland School District to investigate my background to verify the information provided, and release from all claims, causes of action, and liability all person and/or corporations supplying or receiving information concerning my background.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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.

If you are physically or mentally disabled, or visually or hearing impaired, you may qualify for special services/instruction/equipment modifications so you can successfully complete the educational program or participate in activities.

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 Facilities and Operations Department at (610) 351- 5660.**

Return application to: **Parkland School District  
Facilities and Operations Department  
Troxell Building  
2219 N. Cedar Crest Boulevard  
Allentown PA 18104**

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