



# Application for Temporary Summer Employment

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

**Return by 4/15/25 with all clearances**

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

Name \_\_\_\_\_ Date \_\_\_\_\_  
(Last) (First) (M.I.)

Address \_\_\_\_\_  
(Street) (Apt/Box #) (City) (State) (Zip)

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Office Use Only  
Employee# \_\_\_\_\_

Are you at least 18 years of age? \_\_\_\_ Yes \_\_\_\_ **\*NO ?\*** If "NO" a COPY of WORK PERMIT is required.  
**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: **Thursday, June 12, 2025** (subject to change)

Anticipated summer **end** date: **Friday, August 22, 2025**

Employee Start Date: \_\_\_\_\_ Employee End Date: \_\_\_\_\_

Number (1 to 4) preference order: Building Preference: \_\_\_\_\_  
\_\_\_\_\_ 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” (1<sup>st</sup> 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 commitment to ensuring the safety and security of our students and staff, we are requiring all non-district applicants to submit copies of the background clearances listed below. These clearances must be included with your application in order to be considered for summer employment. Please refer to the attached instruction sheet for guidance on how to obtain the required clearances.

- 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 **2025 Summer Employment Rules** and understand failure to comply may result in termination of employment and may eliminate me from future employment consideration.

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<b>Date</b>	<b>Applicant Signature</b>	<b>Parent Signature</b> <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.

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<b>Date</b>	<b>Applicant Signature</b>	<b>Parent Signature</b> <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 with all clearances by 4/15/25 to: Facilities and Operations Department  
Parkland School District - Troxell Building  
2219 North Cedar Crest Boulevard  
Allentown PA 18104  
PH: 610-351-5660 / Fax: 610-351-5679**

## **HOW TO APPLY FOR CLEARANCES**

### **All Clearances Must be Submitted BEFORE Your Start Date**

#### **Act 34 – PA Criminal Background**

1. Select Employment for the purpose of request.
2. Apply online via the “ePatch” system at <https://epatch.state.pa.us/Home.jsp>
3. Results should be available instantly. If they are “under review”, note your reference number and application date. Use this information to check the status periodically on the ePatch website.
4. Print the clearance form. Ensure your click through the “certification form” button so that the document includes your social security number, date of birth, etc.
5. Submit the printed clearance along with your other clearance to the Facilities & Operations Department.

#### **Act 151 – PA Child Abuse**

1. Apply online at <https://www.compass.state.pa.us/CWIS>
2. Create an account with a valid email address in order to apply. (Please follow the directions carefully.)
3. Response time may vary, ranging from immediate up to two (2) weeks.
4. Submit the printed clearance along with your other clearance to the Facilities & Operations Department.

#### **Act 114 – FBI Background Check**

1. Visit <https://uenroll.identogo.com>
  - a. Our school service code is **1KG6XN**
  - b. Follow the steps provided on the site to find your closest location.
2. Submit a copy of your Identogo receipt to the Facilities & Operations Department along with your other clearances. Office staff will use the registration ID number on your receipt to view your results.

#### **Physical & TB Test – School Personnel Health Record**

All new hires need to complete a physical and TB test prior to starting work (see attached form for more information).

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 Facilities and Operations, Assistant Director of Facilities and Operations, 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 and understand **Material Safety Data** sheets and instructions on equipment and cleaning supplies.

# 2025 SUMMER EMPLOYMENT RULES

Thursday June, 12<sup>th</sup> through Friday, August 22<sup>nd</sup>

- If you are calling off please do the following:
  1. Call the Facilities Office at 610-351-5660 and leave a message with your name, building, and shift assignment.
  2. 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 **Thursday, June 12, 2024** up to and including **Friday, August 22, 2025**. If the District determines that there is a need, additional days after August 22nd 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 22nd** 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.