



MOUNTAIN VIEW SCHOOL DISTRICT
11748 STATE ROUTE 106
KINGSLEY, PA 18826-9778
(570) 434-2180

APPLICATION FOR EMPLOYMENT

Name: _____ **Date:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Telephone: _____

Email: _____

Position Applying for: _____

Applying for: _____ **Full-time** _____ **Part-time** _____ **Substitute**

Availability (date): _____ / _____ / _____

Minimum Salary: \$ _____ to \$ _____

Conviction: Have you been convicted of a felony within the last **seven** years?
____ No ____ Yes (Conviction will not necessarily disqualify applicant from employment).
If yes, Please explain _____

Immigration Status: Are you prevented from lawfully becoming employed in this country because of visa or immigration status?

____ No ____ Yes (Proof of citizenship or immigration status will be required upon employment via I-9 form)

Health: When did you have your last complete physical examination? _____

NOTE: A pre-employment physical is required for all employees. All substitute, part-time, and full-time applicants are required to take the TB-Tine Test or have a record of a negative test within the last three months.

Maintenance/Custodial applicants complete this section:

Indicate below specific training or skills that will relate to the position you are applying.

<u>Training/Skill</u>	<u>Years</u>	<u>Months</u>	<u>Training/Skill</u>	<u>Years</u>	<u>Months</u>
Floor Maintenance	_____	_____	Carpentry	_____	_____
Window Washing	_____	_____	Plumbing	_____	_____
Wall Washing	_____	_____	Steam Fitting	_____	_____
Carpet Maintenance	_____	_____	Welding	_____	_____
Automatic Scrubber	_____	_____	Electrical	_____	_____
Painting	_____	_____	Heating	_____	_____
Lawn Maintenance	_____	_____	Pumps	_____	_____
Brick/Block Laying	_____	_____	Compressors	_____	_____
Cement Finishing	_____	_____			

Are you able to lift 50 pounds items as part of your job? _____

Clerical applicants complete this section:

Indicate below specific experiences you have had.

<u>Training/Skill</u>	<u>Years</u>	<u>Months</u>	<u>Training/Skill</u>	<u>Years</u>	<u>Months</u>
Clerical Supervisor	_____	_____	Telephone Operator	_____	_____
Office Supervisor	_____	_____	Accounts Payable	_____	_____
Confidential Secy.	_____	_____	Payroll	_____	_____
Secretary	_____	_____	Mail Clerk	_____	_____
Clerk	_____	_____	Data Entry	_____	_____
Receptionist	_____	_____	Word Processor	_____	_____
Accounts Receivable	_____	_____	Typist	_____	_____

Please list computer skills: _____

EDUCATION

Highest Level of Education Achieved: _____

School Name: _____

Diploma/Degree: _____

Describe Course of Study: _____

Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities:

Honors Received: _____

Special Skills and Qualifications (specialized skills and/or qualifications you may possess that would pertain to the position being considered): _____

EMPLOYMENT EXPERIENCE

Start with your present or last job.

1. Employer: _____ Dates Employed: _____ - _____

Address: _____

Job Title: _____ Work Performed _____

Hourly Rate/Salary: Start: _____ End: _____

Supervisor: _____ Telephone: _____

Reason for Leaving: _____ May we contact this employer? _____ Yes _____ No

2. Employer: _____ Dates Employed: _____ - _____

Address: _____

Job Title: _____ Work Performed _____

Hourly Rate/Salary: Start: _____ End: _____

Supervisor: _____ Telephone: _____

Reason for Leaving: _____ May we contact this employer? _____ Yes _____ No

Is there any additional information you feel you would like to add concerning this application? _____

References: These should be people able to answer questions concerning your experience and your abilities to do this job. Please be aware that the Mountain View School District will be contacting your references for information concerning your job performance.

Name & Position	E-mail	Telephone Number
1. _____		
2. _____		
3. _____		

APPLICANT’S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Mountain View School District.

Signature of Applicant

Date