



PALMERTON AREA SCHOOL DISTRICT

680 Fourth Street
Palmerston, PA 18071
610-826-7101

“An Equal Opportunity Employer”

SUPPORT APPLICATION

DATE: _____ POSITION(S): Custodian Cafeteria Secretarial
 Instructional/Non-Instructional Assistant

PERSONAL INFORMATION

Ms. Mrs. Mr.

NAME: _____
(Last) (First) (Middle)

ADDRESS: _____
(Street) (City) (State) (Zip)

TELEPHONE/CONTACT:

Home: _____ Cell: _____ Email: _____

EDUCATIONAL BACKGROUND

Type of Education	Institution Name & Address	Grades/Hours Completed	Diploma/Certificate or Degree Received
High School			
College/University			
Business/Technical/Trade School			

EMPLOYMENT HISTORY

List your three prior places of employment, starting with your present or last place of employment first.

Name and Address of Employer	From/To	Brief Description Of Duties	Salary	Reason for Leaving

Palmerston Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its activities, programs, services, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights, activities, and facilities that are accessible to an useable by handicapped persons, or grievance procedure, contact Robert Dailey, Palmerston Area School District, 680 Fourth Street, Palmerston, PA 18071, 610-826-7101, the Title IX and section 504 coordinator to the Palmerston Area School District.

REFERENCES

Name	Address	Phone

AVAILABILITY

Availability Date: _____

1. Are you applying for:
 Full-time Part-time

2. Are able to work late afternoon shift?
 Yes No

3. Is there any physical activity you cannot do or have been advised not to do that would interfere in the performance of the position for which you are applying?
 Yes No If yes, please explain: _____

SPECIAL SKILLS OR INTERESTS

Clerical/Secretarial position: List office equipment used and specific skills: _____

Custodian position: List equipment used and specific skills: _____

Instructional/Non Instructional Assistant position: List specific skills: _____

Cafeteria position: List equipment used and specific skills: _____

ADDITIONAL INFORMATION

Have you ever been convicted of a crime? _____ Yes _____ No

If yes, give details: _____

Minimum salary acceptable: _____

Please include any other information that, in your opinion, would be helpful in our consideration of your application: _____

Prior to Board Approval all employees will secure the following information at the employee's expense:

1. Act 34 Criminal History Check
2. Act 151 Child Abuse Clearance
3. Act 114 FBI Fingerprint Background Check
4. School Personnel Health Record

Employment will be IN COMPLIANCE WITH BOARD POLICY 504. No candidate shall be employed until such candidate has complied with all the mandatory state and federal background check requirements and the District evaluated the results of that screening process.

PLEASE READ CAREFULLY (Applicant's certification and Agreement)

I hereby certify that the information set forth in this employment application is true and correct to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal.

I hereby authorize the school district to make any investigation, for employment purposes, of my personal and/or employment history as it deems appropriate, and further authorize all my previous employers and references to furnish any information concerning my personal character, habits, or employment records and hereby release all such persons and Palmerton Area School District from liability or damage incurred as a result of inquiry and furnish this information.

Applicant's Signature: _____

Date: _____

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