



**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 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**

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Employment will be IN COMPLIANCE WITH BOARD POLICY 304. 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.

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**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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