

FREEPORT AREA SCHOOL DISTRICT

P.O. Box C, Freeport, PA 16229

APPLICATION FOR CLASSIFIED POSITIONS

1. PERSONAL DATA

DATE _____

NAME _____
LAST FIRST MIDDLE

EMAIL ADDRESS _____

ADDRESS _____
STREET CITY STATE ZIP CODE

PHONE NUMBER _____

POSITION FOR WHICH YOU ARE APPLYING: (Check all that apply)

Secretary Educational Assistant Custodian Maintenance Cafeteria

Both Full Time and Substitute Positions Full Time Position Only Substitute Position Only

2. EDUCATION

	Name and Address of School	Number of Years Attended	Diploma or Type of Degree	Subject Studied
High School				
Business or Trade School				
College				

3. EMPLOYMENT RECORD

Employer Name, Address and Phone Number	Your Positions and Salary	Date From / To	Responsibilities	Reason for Leaving

4. EMPLOYEE BACKGROUND CHECK

Each applicant must present to the Superintendent the clearances required by law and District policy. Have you ever been convicted of any crime? Yes No

If so, explain

5. EXPERIENCE

List any special trade experience or special skills you have that would help in evaluating you for this position.

Secretarial Applicants Only

What word processing skills do you possess?

With what software are you familiar?

Describe your computer skills/training:

In a paragraph, describe your experience with school-age children.

Cafeteria Applicants Only

Please check which schools you would be willing to work at:

- High School Middle School Buffalo Elementary South Buffalo Elementary

In a paragraph, describe your experience with school-age children.

Custodian Applicants Only

Do you have actual experience in any of the following?

- house cleaning (other than for yourself) office, hospital, or school cleaning
 floor maintenance of commercial tiling stripping wax applying wax
 buffing/ polishing

Do you have actual experience using any of the following equipment?

- high speed electric buffer auto scrubber slow speed scrubber
 extractor or carpet machine

Maintenance Applicants Only

With which types of HVAC systems are you familiar?

Describe your experience/training with electrical work:

Describe your experience/training with plumbing work:

Describe your experience/training with any special tools or equipment which would be useful in custodial/maintenance work:

What supervisory position(s) have you held?

Educational Assistant Applicants Only

In a paragraph, describe your experience with school-age children.

6. REFERENCES

List three references who are qualified to assess your qualifications for the position for which you have applied.

1.

Name _____ Position _____

Company _____

Address _____

Phone _____

2.

Name _____ Position _____

Company _____

Address _____

Phone _____

3.

Name _____ Position _____

Company _____

Address _____

Phone _____

I hereby certify that the information presented on this application is true to the best of my knowledge. I agree that this information shall become a part of my employment record, and I give my permission to solicit confidential information concerning my personal qualifications. I hereby release from liability all persons, agencies and/or corporations supplying information concerning my background. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal.

Date of application _____ Signature _____

Equal Employment Opportunity Statement

The Freeport Area School District does not discriminate against any employee or applicant for employment because of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the District does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.