

POTTSVILLE AREA SCHOOL DISTRICT

RETURN TO: BUSINESS MANAGER
POTTSVILLE AREA SCHOOL DISTRICT
1501 West Laurel Boulevard
Pottsville PA 17901

EMPLOYMENT APPLICATION

For this application to remain on file it must be renewed each year.

DATE OF APPLICATION _____

PLEASE TYPE OR PRINT

NAME _____

ADDRESS _____

SOCIAL SECURITY NO. _____ TELEPHONE NO. _____

POSITION DESIRED *(Please Circle)*

CUSTODIAL CLERICAL CAFETERIA LUNCH AIDE TEACHER AIDE OTHER _____
(Please List)

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? YES _____ NO _____

WILL YOU WORK OVERTIME IF ASKED? YES _____ NO _____

WHEN WILL YOU BE AVAILABLE TO BEGIN WORK? _____

CLERICAL APPLICANTS

CAN YOU TYPE? YES _____ NO _____ WORDS PER MINUTE _____

PLEASE DESCRIBE YOUR BOOKKEEPING AND COMPUTER EXPERIENCE: _____

FOR ALL APPLICANTS PLEASE LIST SPECIAL SKILLS AND/OR QUALIFICATIONS

DO YOU UTILIZE SOCIAL MEDIA? YES ___ NO ___ IF YES, PLEASE LIST: _____

ARE YOU A HIGH SCHOOL GRADUATE? YES _____ NO _____ DATE OF GRADUATION _____

NAME AND LOCATION OF HIGH SCHOOL _____

COURSE OF STUDY, HONORS _____

POST HIGH SCHOOL EDUCATION? YES _____ NO _____

NAME, LOCATION AND COURSE OF STUDY _____

PRIOR EMPLOYMENT EXPERIENCE

1. NAME AND ADDRESS _____

FROM _____ TO _____ JOB DUTIES _____

BEGINNING SALARY _____ ENDING SALARY _____

REASON FOR LEAVING _____

NAME AND PHONE NO. OF SUPERVISOR _____

CAN HE/SHE BE CONTACTED FOR WORK RECOMMENDATION? YES _____ NO _____

2. NAME AND ADDRESS _____

FROM _____ TO _____ JOB DUTIES _____

BEGINNING SALARY _____ ENDING SALARY _____

REASON FOR LEAVING _____

NAME AND PHONE NO. OF SUPERVISOR _____

CAN HE/SHE BE CONTACTED FOR WORK RECOMMENDATION? YES _____ NO _____

3. NAME AND ADDRESS _____

FROM _____ TO _____ JOB DUTIES _____

BEGINNING SALARY _____ ENDING SALARY _____

REASON FOR LEAVING _____

NAME AND PHONE NO. OF SUPERVISOR _____

CAN HE/SHE BE CONTACTED FOR WORK RECOMMENDATION? YES _____ NO _____

REFERENCES: NAME, ADDRESS, PHONE NO., OCCUPATION

1. _____

2. _____

3. _____

HAVE YOU BEEN CONVICTED OF A CRIME? ____ YES ____ NO

IF YES, PLEASE EXPLAIN IN DETAIL ON A SEPARATE FORM WHEN YOU SUBMIT YOUR APPLICATION

I VERIFY THE FACTS SET FORTH IN MY APPLICATION ARE TRUE AND ACCURATE. ANY MATERIAL MISREPRESENTATION OR DELIBERATE OMISSION MAY BE JUSTIFICATION FOR REFUSAL OF, OR IF EMPLOYED, TERMINATION FROM EMPLOYMENT

SIGNATURE OF APPLICANT

(DATE)

POTTSVILLE AREA SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER