

Oley Valley School District
17 Jefferson Street
Oley, PA 19547
CLASSIFIED EMPLOYMENT APPLICATION

(Please Type or Print)

Date _____

Name _____
Last
First
Middle
Social Security Number

Present Address _____
Street

City State Zip

Telephone Number _____ Cell Phone Number _____

E-mail Address (if available) _____

POSITION APPLYING FOR:

Maintenance _____ Custodial _____ Secretarial _____
 Food Service _____ Instructional Aide _____ Coaching _____

Other (Please Specify)

Are you interested in working as a substitute in one or more of the above categories? _____ If "Yes" which one(s)?

Date available for employment _____

EDUCATIONAL BACKGROUND

	School or Institution and Location	Major/Minor Or Course Taken	Diplomas, Degrees, Credits or Certification Earned	Grade Point Average (GPA)
High School				
College/University				
Additional Training/Certification				

EXPERIENCE (Present or most recent first)

Dates		Name of Employer and Address		Your Title
From				
To				
		Phone Number		
Work Performed:				Reason for Leaving:
Name & Title of Supervisor:				Final Annual Salary

Dates		Name of Employer and Address		Your Title
From				
To				
		Phone Number		
Work Performed:				Reason for Leaving:
Name & Title of Supervisor:				Final Annual Salary

Dates		Name of Employer and Address		Your Title
From				
To				
		Phone Number		
Work Performed:				Reason for Leaving:
Name & Title of Supervisor:				Final Annual Salary

SECRETARIAL APPLICANTS ONLY:

If you have applied for a Secretarial position, please complete the following skills list:

Typing (yes or no): _____ wpm: _____ Filing (yes or no) _____

Accounting (yes or no): _____ Other (please list) _____

Office Machines Operated (Fax, Scanner, Calculators, etc.): _____

Computer Skills (check all that apply):

Microsoft Word _____ Microsoft Excel _____ Power Point _____

Desktop Publishing _____ GroupWise _____ Access _____

List any additional Software Experience: _____

FOOD SERVICE APPLICANTS ONLY:

1. List any special training or certification in food service: _____

2. Have you had any experience in the preparation or service of large quantities of food? _____

3. Describe that related experience: _____

MAINTENANCE/CUSTODIAL APPLICANTS ONLY:

Place an **X** next to the work you have successfully performed:

Cleaning _____ Carpentry _____ Bricklaying _____

Dusting _____ Plumbing _____ Cement finishing _____

Wash windows _____ Steam fitting _____ Concrete work _____

Drive truck _____ Machinist _____ Electrical work _____

Truck mechanics _____ Refrigeration _____ Window shade _____

Truck body work _____ Painting _____ Roofing work _____

Grass cutting _____ Gardening _____ Plastering _____

Sheet metal work _____ Other: _____

Additional Related Training, Certifications, and Experience: _____

Are you able to work evenings? _____

INSTRUCTIONAL AIDE APPLICANTS ONLY:

Do you have any experience(s) in working with groups of children? _____ Yes _____ No

If "Yes", list below:

Age level of children with whom you have worked with? _____

Do you have any computer/technology training? _____ Yes _____ No

If "Yes", please describe:

COACHING APPLICANTS ONLY:

*Coaching applicants are encouraged to attach a professional resume.

Which coaching position(s) would you be willing or able to assume? _____

Please indicate previous coaching experience. _____

REFERENCES (All Applicants)

Do not include relatives. References should include people who have first-hand knowledge of your professional competence and your personal qualifications.

Name	Position	Address	Telephone

OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experiences (including U.S. military service) and/or state any additional information you feel may be helpful in considering your application, i.e. honors, awards, activities, technology skills or professional development activities:

CERTIFICATION AND RELEASE AUTHORIZATION

1. I authorize investigation of all statements contained in this application, and I certify that any and all information which I have set forth in this application is true and accurate to the best of my knowledge.
2. I recognize that misrepresentation or omission of facts requested is cause for dismissal.
3. I understand that I must submit a Report of Criminal Record (Act 34), FBI Clearance (Act 114) and a Child Abuse History (Act 151) upon any offer of employment.
4. I understand that all new employees are required to have a physical examination and successfully pass a drug-screening prior to the beginning of their duties.
5. The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the Superintendent of the Oley Valley School District of any and all reasonable accommodations that will be required.

Date

Signature of Candidate (in ink)
[Must be original]

Pennsylvania school districts shall not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the school district.