

MIDDLETOWN AREA SCHOOL DISTRICT

Buildings and Grounds



Maintenance/Custodial Employment Application

The Middletown Area School District considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

INSTRUCTIONS:

Type or print all information.

Provide complete information - fill in all shaded areas.

Do not leave any space blank.

Candidates to be interviewed will be selected based on information provided on this application.

Use back page of booklet if more space is required.

ADDITIONAL INFORMATION:

The successful candidate will be required to take a physical examination.

The successful candidate must follow the requirements of Act 34 requiring a State Police background check, Act 151

Child Abuse check and FBI clearance prior to employment (must be submitted with application).

The successful candidate's employment must be confirmed by the Board of Education.

GENERAL

Position applied for: _____ Date of application: _____

Last Name _____ First Name _____ Middle Name _____

Address _____ City _____ State _____ Zip Code _____

Telephone Number Daytime _____ Evening _____

Social Security Number _____

Legally Eligible for Employment in the United States

Yes No

Date Available to start work: _____

Are you available to work (check all that apply)

(Please circle shift)

Full Time

1 2

Part Time

1 2

Substitute

1 2

Have you ever filed an application with us before?

Yes No

Have you ever been employed with us before?

Yes No

Do any of your friends or relatives work here?

Yes No

If so, who? (optional)

Are you currently employed?

Yes No

Are you currently on "lay-off" status and subject to recall?

Yes No

Have you ever been convicted, pled guilty or no contest to a criminal offense?

Yes No

Criminal offense includes felonies, misdemeanors.

Education & Training

School	Name and Address of School	Course of Study	Years Completed	Diploma/ Degree
High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

Special Training or Work Experience in the Custodial Field

Work Experience

List Most Recent Employment First

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)			
Starting/Present Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Reason for Leaving			

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)			
Starting/Present Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Reason for Leaving			

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)			
Starting/Present Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Reason for Leaving			

Personal/Professional References		
<small>Do not include family members or past supervisors.</small>		
Name and Title	Mailing Address	Phone Number

ACT 34 Compliance (Background Check of Prospective Employees)

Each Pennsylvania resident must submit with his/her employment application a copy of a report of Criminal History Record Information from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the State Police Central Repository contains no such information relating to that person. Each out-of-state applicant must submit with his/her application for employment a copy of a federal criminal record history from the Federal Bureau of Investigation. The criminal record history report must be no more than one (1) year old. The applicant **MUST** submit the ORIGINAL report prior to employment.

ACT 151 (Pennsylvania Child Abuse History Clearance)

Each candidate must submit with his/her employment application a copy of an official clearance statement obtained from the Pennsylvania Department of Public Welfare or a statement from the Department of Public Welfare that no record exists. The clearance statement must be no more than one (1) year old. The applicant **MUST** submit the ORIGINAL report prior to employment.

CERTIFICATION AND RELEASE AUTHORIZATION

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I understand that any misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) terminating my employment.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of Middletown Area School District may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to Middletown Area School District. I further authorize these officials to investigate my background, now or in the future, to verify the information provided and release from liability all persons and/or entities supplying information regarding my background. However, I do not authorize the production of medical records or other information which would tend to actually identify a disability nor do I authorize inquiries which would include information related to any medical condition or medical history. Further, I do not waive any rights which I may have under state or federal law related to my right to challenge the disclosure of unlawful or inaccurate information, whether by Middletown Area School District or by entities or persons providing such information to Middletown Area School District, including any and all claims concerning allegations of employment discrimination because of race, color, sex, religion, national origin, ancestry, age or disability.

Signature of Candidate

Date

**Return completed application and original clearances to: Superintendent of Schools
Middletown Area School District
55 West Water Street
Middletown, PA 17057**