

**EAST PENN SCHOOL DISTRICT**  
**APPLICATION FOR EMPLOYMENT**

Custodial / Maintenance

*Please type or use black ink when completing this application.*

Date \_\_\_\_\_ Telephone Number (\_\_\_\_) \_\_\_\_\_

Name \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

*Last First Middle*

Email Address: \_\_\_\_\_

Present Address \_\_\_\_\_

*Street City State Zip Code*

Indicate building(s) in which you are interested.

- Albutis     Eyer MS     Emmaus HS     Jefferson     Lincoln     Lower Macungie Elementary  
 Lower Macungie MS     Macungie     Shoemaker     Wescosville     No Preference

What shift(s) are you available to work?     Day (1<sup>st</sup>)     Evening (2<sup>nd</sup>)     Night (3<sup>rd</sup>)

Are you 18 or over?     YES     NO    Are you eligible to work in the United States?     YES     NO

Have you ever been convicted of a felony?  YES     NO    If yes, please explain \_\_\_\_\_

Describe your experience with commercial cleaning equipment, power tools or heavy equipment? \_\_\_\_\_

To meet your needs, please describe any special arrangements which we would need to provide for you (i.e. physical limits, hours of the work day, etc.) in order to perform the essential functions of the position. We are committed to the intent of the Americans with Disabilities Act and will make reasonable accommodations \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

	School or Institution and Location	Major or Course of Study	Diplomas, Degrees or credits earned
High School			
Vocational School/Training			
College / University			

List any training or other education experiences in your background which would be related to the competent performance of the job for which you are applying. \_\_\_\_\_

**EMPLOYMENT HISTORY (List most recent employer first)**

Start Date	End Date	Name of Employer	Position / Title	Reason for Leaving
List main responsibilities		Address of Employer	Name & Title of Supervisor	Final Salary
Start Date	End Date	Name of Employer	Position / Title	Reason for Leaving
List main responsibilities		Address of Employer	Name & Title of Supervisor	Final Salary
Start Date	End Date	Name of Employer	Position / Title	Reason for Leaving
List main responsibilities		Address of Employer	Name & Title of Supervisor	Final Salary

**Other References**

Name	Relationship to Applicant	Number of years known	Phone Number

May we contact the employers and references listed above? \_\_\_\_\_ If not, indicate those not to be contacted by bracketing their names.

Candidates may be required to take skills tests, to write a brief statement describing their skills, experiences or other qualifications and/or to otherwise demonstrate competency in necessary job-related skills.

I certify to the truthfulness of the information provided in this application. I understand that any misrepresentations about any information on this application will be cause for my dismissal at any time. I authorize the EPSD Personnel office to examine my background including prior work history. I waive the right to sue any person who provides good faith information to the EPSD as a result of the reference request.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Completed applications may be returned to: Personnel Office, East Penn School District, 800 Pine Street, Emmaus, PA 18049. Applications remain on file for one year from the date of application.*

*The East Penn School District is an equal opportunity education institution and will not discriminate on the basis or race, color, national origin, sex and handicap in its activities, programs or employment practices as required by Title VI, Title IX, and Section 504. For information regarding 1) civil rights, 2) grievance procedures or 3) services, activities, and facilities that are accessible to and useable by handicapped persons, contact Mrs. Noelle P. Keeler, HR Specialist, 800 Pine Street, Emmaus, PA 18049. (610) 966-8377.*