

**CHARTIERS-HOUSTON SCHOOL DISTRICT
2020 WEST PIKE STREET, HOUSTON, PA 15342**

APPLICATION FOR EMPLOYMENT

For Non-Professional Positions

Please circle the position(s) for which you are applying:

Maintenance - Custodian - Secretary - Clerical Aide - Instructional Aide - Cafeteria

Athletic Coach (specify sport) _____

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

PLEASE PRINT LEGIBLY

Position(s) Applied for:	Date of Application:
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Last Name	First Name	Middle Name
Address: Number Street	City	State Zip Code
Telephone Number(s) Area Code () - -		Social Security Number - - -

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No
If yes, give date _____

Have you ever been employed with us before? Yes No
If yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

On what date would you be available for work? _____

Are you available to work: Full-Time Part Time Shift Work Temporary *Circle appropriate answer*

Are you interested in being placed on our Substitute List if full time work is not available? Yes No

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a crime within the last 7 years? Yes No

Conviction will not necessarily disqualify an applicant from employment

If yes, please explain _____

EDUCATION:

	Elementary School					High School				Undergraduate College/University				Graduate/ Professional			
School Name and Location																	
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree																	
Describe Course of Study																	
Describe any specialized training, apprenticeship skills and extra-curricular activities																	
Describe any honors you have received																	
State any additional information you feel may be helpful to us in considering your application																	

Additional Space:

REFERENCES:

Give the name, address and telephone number of three references who are not related to you and are not previous employers		
Name	Address	Phone #
1.		()
2.		()
3.		()

Have you ever had any job-related training in the United States military?

Yes No

If yes, please describe _____

Are you aware of the essential functions of the position for which you are applying? Yes No

If yes, are you able to perform the essential function of the position for which you are applying? Yes No

If accommodations are necessary, please identify the requested accommodations.

Do you know any member of the Chartiers-Houston Board of Education or member of the school district's administration? Yes No

If yes, who and what is the relationship with this person(s)?

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Person(s) Relationship

EMPLOYMENT EXPERIENCE:

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

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

If you need additional space, please continue on the reverse side of this sheet