

UPPER MERION AREA SCHOOL DISTRICT

435 Crossfield Road
King of Prussia, PA 19406
(610) 205-6401
www.umasd.org

APPLICATION FOR SUPPORT STAFF EMPLOYMENT

PERSONAL INFORMATION

Today's Date _____

Name: _____

Soc. Sec. # _____

Address: _____

Telephone # _____

List Any Relatives Working For Us: _____

EMPLOYMENT DESIRED

Date Available For Work _____

Position Desired (check all that apply) • Secretarial/Clerical • Instructional Aide • Food Services
• Cafeteria/Playground Aide • Custodial • Bus Driver
• Maintenance • Other, please specify _____

I am interested in working _____ Full Time _____ Part Time _____ Substitute as needed

I would like to work _____ all 12 months _____ during school year only

What are your hours of availability? _____

What are your salary expectations? _____

What are your employment goals? _____

EDUCATION

Name & Location	Course of Study	# Years Completed	Did you Graduate	Degree or Diploma
High School				
College				
Graduate				
Trade, Business, or Technical School				

Please describe additional skills, training or abilities you would like to have us consider:

Have you ever worked for any school entity within Pennsylvania before July 1, 1994? If so, please list the information below.

School District	Address, City & State	From	To	Position

Upper Merion Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, religious affiliation, national origin, sex, age, marital status or non-relevant handicaps and disabilities in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. The district's commitment to non-discrimination extends to students, employees, prospective employees and the community. For information regarding civil rights or grievance procedures or for information regarding services, activities and facilities that are accessible to and useable by handicapped persons, contact Manager of Human Resources, Upper Merion Area School District, 435 Crossfield Road, King of Prussia, Pennsylvania, 19406, (610) 205-6406.

EMPLOYMENT HISTORY - List below last three employers, starting with current employer

Position _____ Your Duties _____
Employer _____ Supervisor _____
Address _____ Telephone# _____
From _____ To _____ Final Rate of Pay _____
May we contact? Yes _____ No _____ If no, Why not? _____
Reason for Leaving _____

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Are you a United States citizen or are you legally authorized to work in the United States?

Yes _____ No _____

REFERENCES

Name two (2) persons, other than immediate family members or previous employers, who can serve as a character reference for you.

Name	Address	Occupation	Telephone #
1. _____	_____	_____	_____
2. _____	_____	_____	_____

Have you ever been convicted of a crime? Yes___ No___ If yes, please explain below giving date, charge, disposition and other details you feel are applicable. (Please note that a conviction itself is not an automatic bar to employment. Factors such as how the conviction relates to fitness to perform the job in question will be considered.)

I hereby give Upper Merion Area School District permission to conduct a thorough investigation into my previous employment, education, references and all statements made by me in connection with my application for employment; and I release from all liability all persons, companies and corporations supplying such information.

I understand that any false answer, statement or representation made by me in this application shall constitute sufficient cause for denial of employment or discharge. I also understand that nothing contained in this employment application or the granting of an interview is intended to create a contract between Upper Merion Area School District and myself for either employment or for the granting of benefits. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon Upper Merion Area School District until Board of School Directors approval.

I understand that, if accepted for employment, I will be required to abide by the rules and policies of Upper Merion Area School District and that I will serve a probationary period before being considered a regular employee.

Signature: _____ Date: _____