

# MONTGOMERY AREA SCHOOL DISTRICT

120 Penn Street

Montgomery PA 17752

570-547-1608

*The Montgomery Area School District welcomes your application for employment. We consider applicants for all positions without regard to race, creed, color, religion, gender, age, national origin, disability, marital or veteran status, sexual orientation or any other legally protected status.*

## CLASSIFIED PERSONNEL APPLICATION

*No application will be considered for Board approval without evidence that all necessary clearances have been applied for, plus documentation of a scheduled physical and TB test.*

DATE:		Social Security Number:		
FULL NAME:				
LAST	FIRST	MIDDLE INITIAL		
ADDRESS:				
STREET	CITY	STATE	ZIP CODE	
TELEPHONE NUMBER – HOME:			CELL (if different than HOME):	
YEARS AT PRESENT ADDRESS			If less than 5, please list other residences during that time period:	
In the past 10 years have you ever been fired from a job for any reason or have you quit a job after being notified that you would be fired? If yes, please attach a detailed explanation on a separate piece of paper providing dates, place of employment and details surrounding the circumstances.				
			YES	NO
Have you ever been employed by the Montgomery Area School District?			YES	NO
If yes, dates of employment:				
Position held:				
<b>CHECK POSITION(S) DESIRED:</b>				
Maintenance	Part Time	Full Time	Substitute	
Custodial	Part Time	Full Time	Substitute	
Food Service	Part Time	Full Time	Substitute	
Instructional Aide	Part Time	Full Time	Substitute	
Secretarial	Part Time	Full Time	Substitute	
Coach	Part Time	Full Time	Substitute	
Other (please specify: _____)	Part Time	Full Time	Substitute	

**INSTRUCTIONS:** *Complete the following carefully. You may include additional attachments to supplement this application. Please provide answers to each appropriate section of this application.*

Date available to start work:

**EDUCATIONAL BACKGROUND**

Name of School	Location	Course Taken	Graduated	
			YES	NO
High School				
College				
Business or Trade				
Additional Training				

**PREVIOUS EXPERIENCE (List present or last employer first)**

***Former Employers:***

Company:			
Street	City	State	Zip
Your Position	Dates Worked: From		To
Supervisor	Reason for Leaving:		
Telephone	Current Salary		
Company:			
Street	City	State	Zip
Your Position	Dates Worked: From		To
Supervisor	Reason for Leaving		
Telephone	Final Salary		
Company			
Street	City	State	Zip
Your Position	Dates Worked: From		To
Supervisor	Reason for Leaving		
Telephone	Final Salary		

**SECRETARIAL/CLERICAL APPLICANTS ONLY**

If you are applying for a Secretarial/Clerical position, please complete the following Skill List:

Typing YES NO WPM:

Computer YES NO Mac Windows Other :

Programs: Microsoft Word Microsoft Excel Desktop Publishing

Others:

Bookkeeping: YES NO Accounting: YES NO

Filing: YES NO

Additional Studies/experience:

**FOOD SERVICE APPLICANTS ONLY**

List any special food service training:

Experience in preparation or service of large quantities of food, please explain:

**MAINTENANCE/CUSTODIAL APPLICANTS ONLY****Check the box next to the work you have successfully performed:**

Carpentry	Cement Finishing	Cleaning	Concrete Work	Driving
Dusting	Electrical Work	Gardening	Grass Cutting	Machinist
Painting	Plastering	Plumbing	Refrigeration	Roofing Work
Sheet Metal Work	Steam Fitting	Truck Body Work	Truck Mechanic	Washing Windows

Other:

Any related training and/or experience:

**AIDE/PARA-PROFESSIONAL APPLICANTS ONLY**

Age range and years of experience working with Special Needs children:

Do you have any experience with "Progress Monitoring?"

Have you been certified as "Highly Qualified by a school district or IU?"

If so, where?

**COACHING APPLICANTS ONLY**

Please describe any pertinent coaching experiences. Include dates, sports and place.

**JOB RELATED REFERENCES**

*Do not include relatives. List people familiar with your training and experience.*

Name:

Address:

Position:

Phone:

Name:

Address:

Position:

Phone:

**PERSONAL REFERENCES**

Name:

Address:

Phone:

Name:

Address:

Phone:

**All Applicants** must submit with their application for employment proof of application of Act 34 (State Police), Act 114 (FBI Fingerprint) and Act 151 (Child Abuse) Clearances. Clearances information and links are available from our website under the Quicklinks Menu at the top right.

**All approved positions within the District require a current proof of Physical Exam plus TB test results.**

**RELEASE AUTHORIZATION**

I hereby authorize and release from liability any person authorized to give or receive any information or material related to my job performance/employment history including all data and information given in my application for employment, related papers and/or oral interviews.

Information provided on this application and accompanying data is true and complete to the best of the applicant's knowledge. False information or omission may disqualify applicant from employment and may be justification for dismissal if discovered at a later date.

Signature of Applicant:

Applications may be emailed to the Superintendent's Office at [distoffice@montasd.org](mailto:distoffice@montasd.org).

**MASD is An Equal Opportunity Employer**

**Remember to include proof of submission of Clearances and date of scheduled Physical Exam and TB test. If any of these items are already in your possession AND less than 12 months old, copies will be accepted.**

**APPLICATIONS WILL BE PLACED ON FILE FOR A PERIOD OF ONE (1) YEAR.**