

**WARWICK SCHOOL DISTRICT**

**Attn: Human Resources  
301 West Orange Street  
Lititz, PA 17543**

**Application for Support Staff Employment**

			Date of Application:
Last Name	First Name	Alias	
Street Address	City	State	Zip Code
Telephone Number: Day: Evening:		Social Security Number	

Position(s) Applied For:		
<input type="checkbox"/> Building Services	<input type="checkbox"/> Food Services Assistant	<input type="checkbox"/> Secretarial
<input type="checkbox"/> Cafeteria Monitor	<input type="checkbox"/> Health Room Assistant	<input type="checkbox"/> Special Needs Assistant
<input type="checkbox"/> Classroom Assistant	<input type="checkbox"/> Learning Support Assistant	<input type="checkbox"/> Other:
<input type="checkbox"/> Clerical/Office Assistant	<input type="checkbox"/> Library Assistant	_____
<input type="checkbox"/> Computer Room Assistant	<input type="checkbox"/> Recess Monitor	_____
I am available to work: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Substitute (on a day-to-day basis)		

Have you ever filed an application with us before?  Yes  No  
If yes, give approximate date: \_\_\_\_\_

Have you ever been employed with us before?  Yes  No  
If yes, give approximate date: \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

What date would you be available for work? \_\_\_\_\_

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

Do you qualify for consideration under the Veteran's Preference Act?  Yes  No  
*(If yes, a copy of form DD214 must be submitted with application. Original DD214 must be available upon request of the district.)*

**NOTICE TO JOB APPLICANT:** *The Warwick School District will not discriminate in its educational programs, activities, or employment practices based on race, color, familial status, age, creed, religion, gender, sexual orientation, ancestry, national origin, handicap/disability, or any other characteristic protected by law. This policy is in accordance with federal and state laws including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Pennsylvania Human Relations Act. The Warwick School district is an Equal Opportunity Employer.*

## EMPLOYMENT EXPERIENCE

Start with your present or last place of employment. Include any job-related military service assignments and volunteer activities.

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 a separate sheet of paper.

**SPECIAL SKILLS AND QUALIFICATIONS**

List your special job-related skills and qualifications acquired from employment or other experience.

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**EDUCATION**

	High School				Undergraduate College/University				Graduate/Professional			
School Name and Location												
Diploma/Degree												
Years Completed	9	10	11	12	1	2	3	4	1	2	3	4
Describe Course of Study												
Describe any specialized training, apprenticeship, skills and extra-curricular activities												
Describe any honors you have received												

**REFERENCES** – List name, address and telephone number of three references who are not related to you and are not previous employers.

Name	Position/Organization	Address	Telephone

**Statement of Applicant**

- I understand that any employment will be subject to satisfactory completion of a sixty (60) day probation period.
- I authorize the Warwick School District to contact my former employer and references.
- I agree to abide by the policies and regulations of the Warwick School District and will notify the District promptly of any change of address or telephone number.
- I understand that a physical examination which includes a tuberculin test (or chest x-ray) is required by the Pennsylvania School Code **prior** to employment.
- I understand that an Act 151 PA State Criminal Record Check, Act 34 PA State Criminal Record Check and an Act 114 FBI Federal Criminal History Record Check must be applied for and show a clear record **prior** to employment.

I certify that the above statements are true to the best of my knowledge and understand that the making of any false statements will be considered sufficient cause for discharge upon discovery. I release anyone who provides information and the Warwick School District from any and all liability and responsibility by reason of their doing so.

\_\_\_\_\_  
Signature of Applicant

**FOR PERSONNEL DEPARTMENT USE ONLY**

<b>Application Screened:</b>				<b>Applicant Interviewed:</b>			
_____	_____	_____	_____	_____	_____	_____	_____
<b>Date</b>	<b>Initials</b>	<b>Date</b>	<b>Initials</b>	<b>Date</b>	<b>Initials</b>	<b>Date</b>	<b>Initials</b>
_____	_____	_____	_____	_____	_____	_____	_____
<b>Date</b>	<b>Initials</b>	<b>Date</b>	<b>Initials</b>	<b>Date</b>	<b>Initials</b>	<b>Date</b>	<b>Initials</b>

**NOTES:**

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