

**WAYNESBORO AREA SCHOOL DISTRICT**  
**210 Clayton Avenue**  
**Waynesboro, PA 17268**  
**(717) 762-1191**

**APPLICATION FOR EMPLOYMENT**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Last) (First) (Middle)

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

Telephone #: \_\_\_\_\_ Are you a U.S. Citizen? \_\_\_\_\_

Position(s) for which you are applying: \_\_\_\_\_

Are you interested in being placed on our Substitute List? \_\_\_\_\_yes \_\_\_\_\_no

**Educational Background**

	School or Institution Name and Address	Date of Graduation	Type of Diploma or Degree
High School			
College or University			
Trade or Business School			
Other			

**Employment History**

List present or most recent employer first.

Name and Address of Employer	Date (s) From/To	Job Title	Supervisor	Reason for Leaving

**References**

Name of Work-Related Reference	Phone Number / Email of Reference	Occupation or Profession

May we ask your former employers and the above references about your habits and personality?

## Work-Related Skills

### Secretarial/Clerical:

Please check the appropriate areas in which you are skilled.

\_\_\_ Computer Programs & Skills (list): \_\_\_\_\_

\_\_\_ Typing (WPM \_\_\_\_\_)    \_\_\_ Bookkeeping

\_\_\_ Other (specify): \_\_\_\_\_

### Maintenance/Custodial:

\_\_\_ Plumbing    \_\_\_ Electrical    \_\_\_ Refrigeration    \_\_\_ Carpentry    \_\_\_ Welding

\_\_\_ Heating/Cooling    \_\_\_ Warehousing    \_\_\_ Masonry    \_\_\_ Painting

\_\_\_ Other (specify): \_\_\_\_\_

### Teacher Assistant:

Please list your experience with children in the following areas:

Home: \_\_\_\_\_

School/Community: \_\_\_\_\_

Church: \_\_\_\_\_

Camp: \_\_\_\_\_

Other: \_\_\_\_\_

### Cafeteria:

Please list specific food service skills:

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## Applicant's Statement

I certify that all of the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that any misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) terminating my employment.

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

\_\_\_\_\_  
Date

The Waynesboro Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, religion, national origin, sex, age, and/or disability in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504 and the American with Disabilities Act.

For more information regarding civil rights, grievance procedures or accessibility issues, contact Mrs. Sherri Sullivan, Title VI, Title IX and 504 Coordinator at 210 Clayton Avenue, Waynesboro, PA 17268-2014, (717) 762-1191; T.D.D. 800-654-5984.