



CENTRAL GREENE SCHOOL DISTRICT

250 South Cumberland Street Waynesburg, PA 15370

Phone: 724-627-8151

Fax: 724-627-9591

James R. Shargots, MBA
Director of Business Affairs
jshargots@cgsd.org

Dear Substitute Employee,

Please complete this form and return it to the Business Office as soon as possible to update your personnel file.

Thank you,

James R. Shargots
Secretary, Director of Business Affairs

Name _____

Areas you prefer to substitute:

Maintenance

Cafeteria

Clerical

Janitor _____

Cook _____

Classroom Aide _____

Security _____

Cashier _____

Lunch & Bus Aide _____

Secretarial _____

Signature _____

Date _____

APPLICATION FOR NON-TEACHING POSITION

CENTRAL GREENE SCHOOL DISTRICT

250 South Cumberland Street
Waynesburg, Pennsylvania 15370

The Central Greene School District is an Equal Opportunity Employer and does not discriminate on the basis of race, age, sex, religion, national origin or handicap.

Today's Date _____

Position Applied for: _____ Date Available _____

Shift preferred, if applicable _____

PERSONAL INFORMATION

Name _____
first
middle
last

Please list any other names used (Maiden name, Nickname) to enable background check: _____

Address _____ City _____ State _____ Zip _____

Telephone (____) _____ Social Security Number _____

Are you between the ages of 18 and 70? _____ if not, date of birth _____

List any friends or relatives employed by the Central Greene School District: _____

Education

School	Name and Address of School	Dates		Circle last year completed	Diploma or Degree Received
		From	To		
Elementary				5 6 7 8	
High School				9 10 11 12	
Technical				1 2 3 4	
College				1 2 3 4	
Other				1 2 3 4	

List any special skills or qualifications that you possess that will benefit you in the job for which you are applying _____

EMPLOYMENT INFORMATION

Start with your present or most recent employer. Answer all questions completely. List all periods of unemployment and self-employment.

Name & Address of Employer	Date	Salary	Name & Phone No. of Supervisor	Type of Job Performed	Reason for leaving
1. _____ _____	from _____ to _____	start _____ finish _____	_____	_____	_____
2. _____ _____	from _____ to _____	start _____ finish _____	_____	_____	_____
3. _____ _____	from _____ to _____	start _____ finish _____	_____	_____	_____
4. _____ _____	from _____ to _____	start _____ finish _____	_____	_____	_____

PRIOR EMPLOYMENT INFORMATION WILL BE VERIFIED!

May we contact your present employer _____ Yes _____ No

REFERENCES - Do not List former Employers or Relatives.

<u>NAME</u>	<u>OCCUPATION</u>	<u>ADDRESS</u>	<u>PHONE</u>
_____	_____	_____	_____
_____	_____	_____	_____

I hereby promise that the facts stated on this application for employment are true and correct. I understand that if employed, any misrepresented or false statements made by me on this application shall be considered sufficient grounds for immediate dismissal.

I further understand that pursuant to Act 34 of 1985, in order to be hired as an employee of the Central Greene School District, a Pennsylvania State Resident must furnish, AT THEIR OWN EXPENSE, a Pennsylvania State Police Background Check and a Child Abuse History Clearance (forms attached). I further understand that non-residents of Pennsylvania must also furnish, at their own expense, an F.B.I. Background check. I understand that such background checks will be reviewed by the Central Greene School District, and I specifically authorize such a review.

Date _____ Signature _____

OFFICE USE ONLY

INTERVIEW DATE _____

INTERVIEWER _____ POSITION APPLIED FOR _____
COMMENTS _____
EMPLOYED BOARD MEETING OF _____
STARTING DATE _____ POSITION _____