

**UPPER DAUPHIN AREA SCHOOL DISTRICT**  
**5668 STATE ROUTE 209**  
**LYKENS PA 17048**

APPLICATION – Non-Instructional  
(Cafeteria Worker, Cleaning, Maintenance, Secretary, Aide)

Name \_\_\_\_\_ Application Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Position \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Who referred you for the above-listed position? \_\_\_\_\_

Do you have the ability to perform the essential functions of the job for which you are applying?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Present Salary \_\_\_\_\_ What salary do you desire? \_\_\_\_\_

Please check the following items in which you have had experience?

Plumbing \_\_\_\_\_ Painting \_\_\_\_\_ Food Prep. \_\_\_\_\_ Other Clerical Work \_\_\_\_\_  
Electrical \_\_\_\_\_ Carpentry \_\_\_\_\_ Other Food Service \_\_\_\_\_ Work with Children \_\_\_\_\_  
Masonry \_\_\_\_\_ Computer \_\_\_\_\_ School Custodial Work (explain) \_\_\_\_\_  
Other \_\_\_\_\_

In the event of an emergency notify \_\_\_\_\_

**REFERENCES**

NAME	OFFICIAL POSITION	PRESENT MAILING ADDRESS

When you have been hired for a position, it is with the understanding that you will be shifted from building to building from time to time. It is felt that this procedure improves the operation of the Upper Dauphin Area School System.

## RECORD OF EMPLOYMENT

(If you wish to add more information, please attach an extra sheet)

Name and Address of Employer	Employed Month/Year	
	From:	Position:
	To:	Reason for Leaving:
	From:	Position:
	To:	Reason for Leaving
	From:	Position:
	To:	Reason for Leaving:

“I do not belong to any group which advocates the overthrow of the Government of the United States of America by force or violence; and I do solemnly swear (or affirm) that I do not advocate the overthrow of the Government of the United States of North America by force or violence.”

Date of application \_\_\_\_\_ Signature \_\_\_\_\_

### DO NOT WRITE BELOW THIS LINE

Interview record:     Date \_\_\_\_\_ By Whom \_\_\_\_\_

Interview rating:     Date \_\_\_\_\_ By Whom \_\_\_\_\_  
                                     First \_\_\_\_\_ Second \_\_\_\_\_

Comments:

The Upper Dauphin Area School District is an equal opportunity education institution and will not discriminate in its educational programs, activities or employment practices on the basis of race, color, national origin, sex, age, religion ancestry, disability, union membership or other legally protected classification.

Announcement of this policy is in accordance with state and federal laws, including Title VI, Title IX, Section 504 and the Americans with Disabilities Act.

Date recommended to Superintendent for Election: _____ Date Applicant to Begin Work: _____ Recommended Salary _____ Type of position applicant can successfully fill: _____	Please Return Application To: Jared Shade, Superintendent Upper Dauphin Area School District 5668 State Route 209 Lykens, PA 17048
--	--

“If the applicant desires assistance with this application, the Upper Dauphin Area School District will attempt to provide the necessary assistance.”