



Central Valley School District
Baker Road Extension
Monaca, PA 15061
(724) 775-5600



CLERICAL APPLICATION

NOTICE OF NON-DISCRIMINATION

The Central Valley School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504.

For information regarding civil rights or grievance procedures, contact Dr. Daniel J. Matsook, Title IX and Section 504 Coordinator at Baker Road Extension, Monaca, Pennsylvania 15061 (724) 775-5600.

I. Name _____ Date _____

Application for the position of _____

Home Address _____

Telephone Number _____ Social Security No. _____

Do you wish to be placed on a daily substitute list? Yes No

II. Work Experience: List last three places you have been employed:

Place of Employment	Date of Employment	Salary Rec'd	Type of Work
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

III. Education: List below the school level you have completed:

Elementary _____

High School _____

Others _____

IV. References: These should be people able to answer questions concerning your experience and your abilities to do this job.

Name

Occupation

Address

1. _____
2. _____
3. _____

V. Indicate below specific secretarial/office work experiences you have had.

VI. Indicate below your office skills and list any office machines you can operate efficiently.

VII. Other information regarding talents and/or experiences that would aid you in your employment.

*Please attach a copy of your Act 34 (Criminal Record Check), Act 151 (Child Abuse History), Act 114 (Federal Criminal History) Clearances to this application.

NOTE: THIS APPLICATION IS NOT COMPLETE WITHOUT SIGNATURE BELOW. This signature certifies that to the best knowledge and belief of the applicant, the information provided herein is complete and true.

Date _____ Signature _____

Interviewed by _____ on _____