

**BENTWORTH SCHOOL DISTRICT**  
**150 BEARCAT DRIVE**  
**BENTLEYVILLE, PA 15314**  
**724-239-2861**

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**APPLICATION FOR  
SERVICE PERSONNEL EMPLOYMENT**

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DATE \_\_\_\_\_

POSITION APPLYING FOR: \_\_\_\_\_

CHECK THE APPROPRIATE:    \_\_\_\_\_ FULL TIME  
  \_\_\_\_\_ PART TIME  
  \_\_\_\_\_ DAY-TO-DAY SUBSTITUTE

SOCIAL SECURITY # \_\_\_\_\_

NAME \_\_\_\_\_  
  **LAST**   **FIRST**   **MIDDLE**

ADDRESS: \_\_\_\_\_  
  \_\_\_\_\_

PHONE NUMBER: DAY \_\_\_\_\_ EVENING \_\_\_\_\_

Were you ever convicted of a criminal offense?     Yes     No  
Are you currently under charges for a criminal offense?     Yes     No  
Have you ever been terminated from any job for any reason?     Yes     No  
Are you a United States citizen?     Yes     No

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**EDUCATION**

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<b>LEVEL</b>	<b>INSTITUTION</b>	<b>DEGREE/ CERTIFICATE</b>	<b>MAJOR</b>
<b>High School</b>			
<b>College</b>			
<b>Technical</b>			
<b>Technical</b>			
<b>OTHER</b>			

The District reserves the right to schedule all applicants for performance testing to validate skill level.

## RELATED WORK EXPERIENCE

(List most recent experience first)

POSITION	NAME & ADDRESS OF EMPLOYER	DATES: FROM TO	DUTIES	REASON FOR LEAVING

May we contact your present and past employers?    Yes \_\_\_\_\_    No \_\_\_\_\_

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## REFERENCES

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**LIST THE NAMES OF PERSONS WILLING TO PROVIDE PROFESSIONAL AND/OR CHARACTER REFERENCES FOR YOU (EXCLUDING FAMILY MEMBERS) WHO ARE FAMILIAR WITH YOUR TRAINING AND EXPERIENCE.**

NAME	RELATIONSHIP	PHONE NUMBER

What special skills or talents do you bring to the position?

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## COMPLETE THE APPROPRIATE SECTION(S)

### SECRETARIAL / CLERICAL

Place a ( + ) next to those skills which you are thoroughly familiar; put an ( x ) if you have had experience with the skills, but not recently.

_____ Typing _____ (wpm)	_____ Bookkeeping
_____ Word Processing Software	_____ Spreadsheets
_____ Shorthand or Speedwriting _____ (wpm)	_____ Payroll
_____ Other _____	

### FOOD SERVICE

List any special training in food service: \_\_\_\_\_

\_\_\_\_\_

Have you had any experience in the preparation of large quantities of food? \_\_\_\_\_

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

### CUSTODIAN / MAINTENANCE

Place an ( x ) to identify the areas which you have skill:

_____ General Cleaning	_____ Carpentry
_____ Plumbing	_____ Heating and Cooling Systems
_____ Electrical	_____ Grounds keeping
_____ Painting	_____ Computer Repair
_____ Other _____	

### EDUCATIONAL INSTRUCTIONAL AIDE

Have you had any experience and/or training working with children? \_\_\_\_\_

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

Do you hold a valid certificate for recent training in First Aid or CPR? \_\_\_\_\_

If yes, where and when did you receive your training?

\_\_\_\_\_

### BUS DRIVERS

Do you have a valid Pennsylvania driver's license? \_\_\_\_\_

Operator License Number \_\_\_\_\_

Do you have or have you had a bus driver's license? \_\_\_\_\_

Are you willing to meet the requirements for a bus driver's license? \_\_\_\_\_

Has your driver's license ever been suspended or revoked? \_\_\_\_\_

If yes, when and why? \_\_\_\_\_

Have you had any type of vehicle accident in the past three (3) years? \_\_\_\_\_

If yes, when and what were the details? \_\_\_\_\_

\_\_\_\_\_

Have you been convicted of a moving traffic violation in the past three (3) years? \_\_\_\_\_

\_\_\_\_\_

If yes, when and what were the details? \_\_\_\_\_

Have you ever been convicted of driving under the influence of alcohol? \_\_\_\_\_

or drugs? \_\_\_\_\_ If yes, when? \_\_\_\_\_

\_\_\_\_\_

## GENERAL INFORMATION

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When can you begin to work? \_\_\_\_\_

Have you ever worked in a School District in any capacity before July 1, 1994?

yes \_\_\_\_\_ no \_\_\_\_\_ If yes, what capacity and when? \_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_, am applying for a position with the Bentworth School District. Along with this application, I have attached a copy of the required documents:

**ALL POSITIONS:** Acts 34 and 151 Clearances (Date within 1 year) and the Anti-Nepotism Signature Sheet

**SECRETARIAL:**

Transcripts and/or Training Certificates  
Letters of Recommendations

**CUSTODIAN/MAINTENANCE:**

Transcripts and/or Training Certificates  
Valid Driver's License  
Commercial Driver's License (CDL)  
School Bus Driver Endorsement

**EDUCATIONAL INSTRUCTIONAL AIDE:**

Copy of the First aid and CPR Certificate  
Transcripts and/or Training Certificates

**BUS DRIVER:**

Valid Driver's License  
Commercial Driver's License (CDL)  
School Bus Driver Endorsement

I acknowledge my application will not be complete unless all required documents are attached. My application will be kept on file for 6 months. The information listed in this application is true and complete to the best of my knowledge, and I authorize investigation of all statements herein recorded.

Signature \_\_\_\_\_

Date \_\_\_\_\_