



MONTROSE AREA SCHOOL DISTRICT

www.masd.info

APPLICATION FOR EMPLOYMENT – SUPPORT STAFF

Please check areas that you wish to apply for:

☐

SECRETARY/
COMPUTER TECHNICIAN

☐

PERSONAL CARE AIDE /
INSTRUCTIONAL AIDE

☐

CUSTODIAN

Name _____ Date of Application _____

Address _____

Telephone _____ Email Address _____

Position Location _____

EDUCATIONAL AND PROFESSIONAL TRAINING

NAME	DIPLOMA/DEGREE
High School: _____	
Technical: _____	
College: _____	

WORK EXPERIENCE

NAME OF EMPLOYER	FROM	TO	TYPE OF WORK

JOB SKILLS

SKILL	EXPERIENCE
Secretarial	
PC / Instructional Aide	
Custodial	
Computer Technician	

Please list below any other specific job-related skills that you have.

If you are not employed full time, are you interested in being placed on our Substitute List?

☐

YES

☐

NO

Please name at least three (3) references who can comment on your qualifications for employment.

REFERENCES			
NAME	ADDRESS	TELEPHONE	POSITION

This application will be kept on file for a period of one (1) year from the date of application.

Return Application to: **Mr. Christopher McComb, Superintendent**

Montrose Area School District

273 Meteor Way

Montrose, PA 18801

cmccomb@masd.info

The below clearances are needed if hired. The links to these clearances can be found at www.masd.info under the district tab and employment opportunities.

1. **Criminal Record Check must be completed if hired.**

As provided by Act 34 of the Pennsylvania General Assembly, effective January 1, 1986, you must submit a copy, not more than one year old, of a Pennsylvania State Police Report listing your criminal history record.

2. **Pennsylvania Child Abuse History Clearance must be completed if hired.**

Effective July 1, 1996, Act 151 requires a clearance statement obtained for all school employees hired after July 1, 1996. You must submit a copy, not more than one year old, of a Pennsylvania Child Abuse History Clearance.

3. **Federal Criminal History Report (fingerprint based)**

As of April 1, 2007, public and private schools have been required to review federal criminal history records of all prospective employees who have contact with children. Applicants must register online with Identigo and then proceed to be fingerprinted at a Identigo site. A registration ID # will be given and must be supplied to the hiring entity in order for the public or private school to access the report electronically.

To the best of my knowledge, the information on this application represents a true and complete statement of my qualifications, educational training and work experiences.

Applicant's Signature: _____

MONTORSE AREA SCHOOL DISTRICT

We are proud to be an equal opportunity employer.

The Montrose Area School District affirms that all employment practices, student enrollment practices, and curriculum offerings will be handled without discrimination based on sex, race, color, religion, age, national origin, handicaps, or disabilities in compliance with Title IX of the Educational Amendments of 1972 and Title VI and VII of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act of 1990.

For information regarding civil rights or grievance procedures, services, activities, programs, and facilities that are accessible to and use by persons with disabilities, contact:

Mrs. Michelle Lusk, Title IX Coordinator, at 273 Meteor Way, Montrose, PA 18801, (570)-278-6213. It is the coordinator's responsibility to make certain that all education programs and activities and all employment procedures are free from discrimination on the basis of these conditions stated in the policy.