

**ROCKWOOD AREA SCHOOL DISTRICT  
APPLICATION FOR EMPLOYMENT  
NON-CERTIFICATED**

\_\_\_\_\_ **SECRETARY AND/OR** \_\_\_\_\_ **INSTRUCTIONAL OR  
PERSONAL CARE AIDE**

**Section I: Personal Data**

Name \_\_\_\_\_ Maiden Name/Alias \_\_\_\_\_

Address \_\_\_\_\_ Twp/Boro \_\_\_\_\_  
\_\_\_\_\_

Telephone Numbers: Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

**Section II: Educational Preparation**

High School: \_\_\_\_\_ Year Graduated \_\_\_\_\_

Course Taken \_\_\_\_\_ *Academic* \_\_\_\_\_ *General* \_\_\_\_\_ *Commercial* \_\_\_\_\_ *Vocational*  
\_\_\_\_\_ *Other*

Additional Training: \_\_\_\_\_  
(Name of Institution) (Major)

Bookkeeping Courses or Training: \_\_\_\_\_

Office Equipment Competencies: \_\_\_\_\_ *Photocopier* \_\_\_\_\_ *Word Processing*  
\_\_\_\_\_ *Calculator* \_\_\_\_\_ *Computer*  
\_\_\_\_\_ *Typing - Words per minute* \_\_\_\_\_

**Section III: Previous Work Experience(s) (relevant to this application)**

Employer \_\_\_\_\_ Type of Work Performed \_\_\_\_\_  
\_\_\_\_\_ Dates Employed: From \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_

Reason You Are Considering Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Type of Work Performed \_\_\_\_\_  
\_\_\_\_\_ Dates Employed From \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ Reason for Leaving \_\_\_\_\_

(Attach sheet if additional space is needed)

**Section IV: References**

*(References must be provided from individuals who are in a position to evaluate your competencies in the position for which you have applied.)*

<u>Name</u>	<u>Occupation</u>	<u>Telephone Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Please respond to the following questions in your own handwriting.**

Why do you want to work for the district? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why should we consider your application above any other application received for this job? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Discuss three unique characteristics of the job for which you are applying:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\* All public school employees must provide, or be willing to obtain, required clearances & training (Acts 34, 151, 114 and 126) and proof of a physical, prior to employment.**

**I verify that this application is completed correctly to the best of my knowledge:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Return this application form to: Office of the Superintendent  
Rockwood Area School District  
439 Somerset Avenue  
Rockwood, PA 15557**

*It is the policy of the Rockwood Area School District not to discriminate on the basis of sex, handicap, race, color, and national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504, and Title VI.*