

BOTH SIDES

WYOMING VALLEY WEST SCHOOL DISTRICT
450 NORTH MAPLE AVENUE, KINGSTON PA 18704
LUZERNE COUNTY – (570) 288-6551

APPLICATION FOR NON-PROFESSIONAL EMPLOYMENT

POSITION(S) APPLYING FOR _____

NAME _____ DATE _____

ADDRESS _____

TELEPHONE _____

WORK EXPERIENCE: (BEGIN WITH MOST RECENT)

1. DATES OF EMPLOYMENT (MONTH/YEAR) _____ TITLE OF POSITION _____

NAME AND ADDRESS OF EMPLOYER _____

DESCRIPTION OF DUTIES, RESPONSIBILITIES AND ACCOMPLISHMENTS: _____

REASON FOR LEAVING: _____

2. DATES OF EMPLOYMENT (MONTH/YEAR) _____ TITLE OF POSITION _____

NAME AND ADDRESS OF EMPLOYER _____

DESCRIPTION OF DUTIES, RESPONSIBILITIES AND ACCOMPLISHMENTS: _____

IF APPLYING FOR COMPUTER, SECRETARIAL, OR GENERAL CLERICAL POSITION, APPROXIMATE
NUMBER OF WORDS TYPED PER MINUTE:

_____ WPM

EDUCATION:

NAME AND ADDRESS OF SCHOOL LAST YEAR COMPLETED

ELEMENTARY

HIGH SCHOOL

COLLEGE

OTHER

PERSONAL DATA:

HOW MANY DAYS HAVE YOU BEEN ABSENT FROM WORK DURING THE PAST TWO YEARS? _____

WHEN CAN YOU BEGIN WORK AT WYOMING VALLEY WEST? _____

WOULD YOU WORK FULL-TIME _____ PART-TIME _____

SPECIFY DAYS AND HOURS IF PART-TIME _____

REFERENCES:

NAME AND OCCUPATION

ADDRESS

TELEPHONE NUMBER

ADDITIONAL INFORMATION/REMARKS: _____

SIGNATURE OF APPLICANT

INTERVIEWER USE ONLY:

INTERVIEWER COMMENTS: _____

YOUR APPLICATION WILL BE ON FILE FOR TWO (2) YEARS FROM THE DATE OF APPLICATION. PLEASE KEEP US INFORMED AS TO CHANGE OF ADDRESS OR OTHER CHANGES. ATTACH ANY OTHER SIGNIFICANT INFORMATION TO THIS FORM.