

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

APPLICATION FOR NON-PROFESSIONAL EMPLOYMENT

POSITION (S) APPLYING FOR \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

LIST ANY SPECIAL QUALIFICATIONS AND SKILLS YOU MAY HAVE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

IF APPLYING FOR COMPUTER/SECRETARIAL/GENERAL CLERICAL POSITION, APPROXIMATE NUMBER OF  
WORDS TYPED PER MINUTE: TYPING \_\_\_\_\_ SHORTHAND \_\_\_\_\_ COMPUTER \_\_\_\_\_

TYPE OF COMPUTER \_\_\_\_\_

PHONE NUMBER WHERE YOU CAN BE REACHED \_\_\_\_\_

EDUCATIONAL RECORD:

NAME AND ADDRESS OF SCHOOL

LAST YEAR COMPLETED

ELEMENTARY

HIGH SCHOOL

COLLEGE

OTHER

PERSONAL DATA:

HOW MANY DAYS HAVE YOU BEEN ABSENT FROM YOUR 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

PHONE NUMBER

ADDITIONAL INFORMATION/REMARKS: \_\_\_\_\_

FOR INTERVIEWERS USE ONLY:

\_\_\_\_\_  
SIGNATURE OF APPLICANT

INTERVIEWERS COMMENTS: \_\_\_\_\_

IF WE DO NOT HEAR FROM YOU WITHIN TWO (2) YEARS FROM DATE OF APPLICATION, YOUR APPLICATION WILL BE REMOVED FROM ACTIVE FILE OF APPLICANTS. KEEP US INFORMED AS TO CHANGE OF ADDRESS OR OTHER CHANGES. ATTACH OTHER SIGNIFICANT INFORMATION TO THIS FORM.