

DEPEW UNION FREE SCHOOL DISTRICT

District Offices
5201 S. Transit Road
Depew, New York 14043-4335
www.depewschools.org

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CSEA JOB POSTING

NOTICE OF VACANCY

TITLE: CLEANER /LABORER PART TIME LONG-TERM ASSIGNMENTS AND SUBSTITUTES

LOCATION: District wide

JOB DESCRIPTION: See attached

SALARY: As per CSEA Union Contract

INTERESTED PARTIES SHOULD SUBMIT THE ATTACHED APPLICATION TO:

Jeffery R. Rabey, Ph.D., Superintendent of Schools
DEPEW UNION FREE SCHOOL DISTRICT
5201 S. Transit Road,
Depew, New York 14043

JOB DESCRIPTION

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TITLE: CLEANER / LABORER

DISTINGUISHING FEATURES OF THE CLASS:

The work involves performing routine manual tasks in the care and cleaning of buildings. The work requires the performance of simple cleaning tasks which require frequent bendings, stretching, stooping and walking. Work is performed under the direct supervision of a higher ranking custodial or administrative employee. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Uses mops, brushes, detergents, and other cleaning implements to wash floors, corridors, stairs and stairwells, walls, partitions and windows;
2. Moves furniture and equipment in connection with cleaning and care function;
3. Vacuums carpets;
4. Dusts woodwork, furniture and fixtures;
5. Washes light fixtures and ceilings;
6. Scrubs and cleans all areas of lavatories such as sinks, toilets, urinals, etc.;
7. Polishes wood and metal fixtures and equipment;
8. Gathers and disposes refuse;
9. Replenishes lavatory supplies.

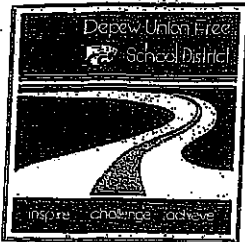
FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the properties of various cleaning substances; ability to understand and follow verbal and simple written instructions; ability to stand, stoop, bend and stretch for long periods of time; ability to use various cleaning equipment and products; thoroughness; dependability; physical condition commensurate to perform the essential functions of the job with or without reasonable accommodations.

MINIMUM QUALIFICATIONS:

There are no education or experience requirements. Applicants must be able to perform light laboring tasks.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.



Depew Union Free School District
 District Offices
 5201 S. Transit Road
 Depew, New York 14043
APPLICATION FOR EMPLOYMENT
(NON-INSTRUCTIONAL PERSONNEL)

DATE: _____

To applicant: Depew Union Free School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, age, marital status, creed, disability, religion, sexual orientation, or any other classification protected by law.

NAME: _____
 (last name, first name)

ADDRESS: _____
 (street address)

 (city/town) (state) (zip)

DAY PHONE:() _____ **EVENING PHONE:**() _____

POSITION REQUESTED:

- Cafeteria Food Service Helper Custodial/Cleaner Clerical _____
 (Position Title)
- Cafeteria Monitor Student Monitor Other _____
- Bus Driver Bus Attendant

Do you have the legal right to work and remain in the United States? yes no

Are you seeking: full-time work part-time work either

Would you want to be considered for substitute work? yes no

If applying for custodial/cleaner work, would you be able to work:

- any shift 1st shift only 2nd shift only 3rd shift only

If you have ever taken a Civil Service examination, give the title: _____

Effective July 1, 2001, the Schools Against Violence in Education (SAVE) Legislation requires the Commissioner of Education and the New York State Education Department (NYSED) to request a fingerprint supported criminal history background check for prospective employees of school districts, charter schools and board of cooperative educational services (BOCES). School Bus Drivers and Bus Attendants must submit to the mandated fingerprinting procedure pursuant to Article 19A of the NYS Dept. of Motor Vehicles. Any applicant who is offered a position is responsible for any and all costs incurred for fingerprinting.

Can you meet the job description requirements for the job you are applying for with or without reasonable accommodation? yes no

Have you ever been convicted of or plead guilty to a crime (felony or misdemeanor), violation or offense? yes no

2.

If yes, set forth the nature of the conviction, date, and, if applicable, date of release from prison.

Note: Record of Conviction does not necessarily disqualify an applicant from employment consideration.

Have you ever resigned from any employment at the request of any employer to avoid discharge or any other disciplinary action? yes no

If yes, explain when and why _____

Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds? yes no

If yes, explain when and why _____

PREVIOUS WORK EXPERIENCE: Beginning with the most recent, describe in detail below, all employment that is pertinent to the position applied for. If you have military service, which includes experience pertinent to the position, describe such experience as a separate employment. If your title or duties changed materially in the course of your employment in any one organization, indicate such change clearly and as separate employment, i.e. cleaner to custodian, clerk typist to clerk stenographer. Under "duties" for each employment, describe the nature of work personally performed by you. State size and kind of working force, if any, supervised by you and the extent of such supervision.

LENGTH OF EMPLOYMENT	EMPLOYER:	
FROM DATE:	Street Address:	
TO DATE:	City/State:	Phone No.:
Name & Title of Supervisor:		
Your Exact Title:		
Reason for Leaving:		
Describe Duties:		

PREVIOUS EMPLOYMENT (continued)

LENGTH OF EMPLOYMENT	EMPLOYER:	
FROM DATE:	Street Address:	
TO DATE:	City/State:	Phone No:
Name & Title of Supervisor:		
Your Exact Title:		
Reason for Leaving:		
Describe Duties:		

LENGTH OF EMPLOYMENT	EMPLOYER:	
FROM DATE:	Street Address:	
TO DATE:	City/State:	Phone No:
Name & Title of Supervisor:		
Your Exact Title:		
Reason for Leaving:		
Describe Duties:		

EDUCATION AND TRAINING

Type of School	Name and Address	Did you graduate?	Number of years attended	List diploma or degree(s)/major subject(s)
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Business or Trade		<input type="checkbox"/> Yes <input type="checkbox"/> No		
College(s)		<input type="checkbox"/> Yes <input type="checkbox"/> No		

EDUCATION AND TRAINING (continued)

4.

Describe other special training: _____

_____**PROFESSIONAL REFERENCES:** Please give the names of three references who have closely observed your work as an employee.

Name:	Title:
Phone: ()	Address:

Name:	Title:
Phone: ()	Address:

Name:	Title:
Phone: ()	Address:

PERSONAL REFERENCES: Please list one or more persons not related to you (applicant) qualified and willing to give an appraisal of your fitness for the position you seek.

Name:	Phone:	Year acquainted?
Position:	()	
Name:	Phone:	Year acquainted?
Position:	()	

Please read the following statements carefully as they constitute conditions for employment with the Depew Union Free School District ("District").

I hereby affirm that the information I have provided on this application is complete, accurate, and true to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information on this application or during the interview process, regardless of when such misrepresentation or omission is discovered, may result in refusal of employment, or if employed, shall constitute grounds for immediate termination.

The persons, schools, current and prior employers, and other organizations named in this application are authorized by me to verify the information I have provided and to provide the District with information that may be requested by it to arrive at an employment decision. I agree that a photocopy of this authorization be accepted with the same authority as the original. I hereby waive and release all persons, schools, current and prior employers and other organizations from any liability arising from the disclosure of any of the above information whether in writing or orally and further waive and release the District from any liability arising from reliance on the aforementioned information or the use, publication or retention of such information within the context of its applicant review procedures.

In the event I am hired for employment by the District, I understand that I am required to abide by all rules, regulations, and policies of the District and that the policies and procedures relating to conditions of employment are subject to modification at any time.

I understand that the District is in no way obligated to provide employment and that I am in no way obligated to accept employment with the District. Nothing in this application or in other policies and procedures are intended to create a contract of employment, expressed, or implied.

Date_____
Signature of Applicant