

	Form – Qualif.	
Emp. ID	Description	Signature

## APPLICATION FOR EMPLOYMENT IN A MAINTENANCE POSITION

### APPLICATION FORM

- Applicants are asked to submit a completed application/resume, the *Qualifications Checklist* (below), and a *Mandatory Records Check and Disclosure* form.
- Two appraisals or working references should accompany an application package.
- Receipt of applications will not be acknowledged. Only those individuals who meet screening requirements will be invited for an interview or for testing (where applicable).
- Applications will be retained for the balance of the school year in which they are received, as well as for the following school year. We ask that applicants only submit one application during that period of time.
- If your address or telephone number changes after the original application, please advise Human Resources Consulting of these changes.

### QUALIFICATIONS CHECKLIST

- The *Qualifications Checklist* on this sheet must be completed. Please indicate with a check mark (✓) those areas in which you are qualified and prepared to work.
- Shaded areas are for office use only.

### MANDATORY RECORDS CHECK AND DISCLOSURE

- The *Mandatory Records Check and Disclosure* form must be completed and will be reviewed prior to an offer of employment.

### INTERVIEWS

- Applicants are selected for interviews on the basis of qualifications and district staffing needs.

**IN EACH CATEGORY, PLEASE CHECK ONLY THOSE AREAS IN WHICH YOU ARE QUALIFIED AND PREPARED TO WORK.**

### QUALIFICATIONS CHECKLIST - MAINTENANCE

EXPERIENCE		
Asbestos Abater		
Appliance & Refrigeration and Air-conditioning Mechanic		
Appliance Repair Mechanic		
Carpenter		
Carpet Layer		
Cement Finisher		
Communication Electrician		
Drapery and Blind Repair Mechanic		
Electrician		
Electronic Technician		
Glazier		
Instrument Mechanic		
Insulator		
Locksmith		
Machinist/Millwright		
Maintenance Worker		
Motor Mechanic		
Musical Instrument Repair Technician		
Painter		
Painter (Sign)		
Painter (Spray)		
Plasterer		
Plumber/Steamfitter/Gasfitter		
Roofer		
Security/Communication Technician		
Sheet Metal Worker		
Small Engine Mechanic		
Welder		
Other:		

*Shaded areas are for office use only.*

\_\_\_\_\_

Last Name

(please print)

\_\_\_\_\_

First Name

\_\_\_\_\_

Date