

Shaler Area School District

Buildings & Grounds Department

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John Kaib
Supervisor of Buildings & Grounds



Kathy Coyle
Administrative Assistant

TO: INTERESTED STUDENT APPLICANTS

FROM: JOHN KAIB, SUPERVISOR BUILDINGS AND GROUNDS

RE: SUMMER EMPLOYMENT PROGRAM FOR STUDENTS

DATE: FEBRUARY 20, 2025

The Shaler Area School District is now accepting applications for the summer employment program for students residing in the school district. Each summer the School District staff of custodians and maintenance employees prepare our buildings for the next school year. The work involved includes cleaning, scrubbing, waxing floors, repairing furniture and buildings, moving all types of equipment and supplies, as well as maintaining the buildings and grounds. Summer employees work with the regular staff to accomplish these tasks. Employment requirements are:

- Applicants must be a resident of Shaler Area and currently enrolled in school, high school or post-secondary education.
- Applicants must be 15 years of age prior to beginning work or by June 2, 2025.
- Work hours are 8:00 a.m. to 2:30 p.m., Monday through Friday. Work hours include ½ hour unpaid lunch.
- Compensation: \$11.00/hour. (\$11.25 for returning workers)

Applications may be obtained on the school district website, www.shalerarea.org or from the Senior High School Guidance Office. Applications can be returned to the High School Guidance Office, or the Buildings & Grounds Office, 1660 Butler Plank Road, Glenshaw, PA, 15116, or can be e-mailed to coylek@shalerarea.org.

All summer employment is subject to School Board approval and funding.

Attachment

SHALER AREA SCHOOL DISTRICT
SUMMER EMPLOYMENT APPLICATION FOR STUDENTS
(Applicants must be 15 years of ages prior to beginning work or by June 2, 2025)

Incomplete applications will not be considered. Please complete in ink or type.

Date: _____ E-mail: _____

Full Name: _____

Street: _____ City/State/Zip: _____

Cell Phone: _____ Home Phone: _____

Are you 18 years or older? Yes No Birthdate _____

If no, do you have a work permit? Yes No Attach copy of work permit if you have one.

If yes, you are required to submit Act 114 FBI Clearance, Act 34 PA Criminal History Check, and Act 151 PA Child Abuse Clearances. If you already have clearances and they are less than one year old you may submit them. If over one year old you will have to obtain current ones. **(These clearances must be turned in with this application.)**

Were you previously employed by Shaler Area School District? Yes No

If yes, year worked & what location _____

High School students will not begin before June 2, 2025. Date you can begin work: _____.

Work will not continue past August 8, 2025. Last day you will be able to work: _____ If the last day will be before August 8th provide reason: _____

Are you available to work Monday through Friday, 8:00 am to 2:30 pm. Yes No

If no, list availability (days of the week & time) _____

EDUCATION: Must be currently in high school, trade school, or college, and returning to school in the fall for full-time education to qualify for position.

High School: _____ Address: _____

Graduated: Yes No Grade Level Completed in June: _____

Do you attend A.W. Beattie? Yes No If yes, area of study: _____

College/Other: _____ Address: _____

Course of Study: _____

Graduated: Yes No Year Completed in June 2025: Freshman ___ Sophomore ___ Junior ___
 Or Incoming Freshman _____

List any landscaping experience: _____

EXPERIENCE:

Office Use Only: Work Permit (under 18): _____ Clearances (over 18): Act 114 _____ Act 34 _____ Act 151 _____
 # _____ Date: _____ Assignment: _____ **Over ->**

Have you ever been employed? Yes No If yes, list jobs beginning with most recent.

Company Name: _____ Address: _____

Dates of Employment: _____ Position Held: _____

Salary: _____ Reason for Leaving: _____

Name and Title of Supervisor: _____ E-mail or Phone: _____

Company Name: _____ Address: _____

Dates of Employment: _____ Position Held: _____

Salary: _____ Reason for Leaving: _____

Name and Title of Supervisor: _____ E-mail or Phone: _____

REFERENCES: (exclude relatives)

Name and Occupation: _____

Address: _____ E-mail or Phone: _____

How do you know this person: _____

Name and Occupation: _____

Address: _____ E-mail or Phone: _____

How do you know this person: _____

Name and Occupation: _____

Address: _____ E-mail or Phone: _____

How do you know this person: _____

OTHER QUALIFICATIONS:

List school, civic, athletic clubs and/or organizations you are presently involved with or have been in the past.

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal.

Signature of Applicant

If sending application by e-mail, please save to your computer & attached to e-mail. Email to coylek@shalerarea.org

Shaler Area School District is an Equal Opportunity Employer and prohibits discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability, or status as a covered veteran. Reasonable accommodations for the needs of otherwise qualified applicants with disabilities will be made upon request.