

St. Agnes Catholic School 205 E 23rd Street Scottsbluff, NE 69361 Phone: (308)632-6918 Facsimile: (308) 632-6943

Email: jbrown@st-agnes-school.com

Employment Application

Applicant I	Information								
Full Name:							Date:		
	Last	First	•			M.I.		_	
Address:									
	Street Address						Apartmen	t/Unit #	
	City					State	ZIP Code		
Phone:									
Home	9		Cell Phone	7			Work Phone		
Email Addre	ess:			Social	Security	No:		à	
Position Appl	lied for:			(Volunt	tary)				
Are you a citizen of the United States?		YES	NO	If no,	are you a	uthorized to work	in the U.S.?	YES	NO
Have you previously been employed by St. Agnes?		YES	NO	If yes,	when?				
Have you ever been convicted of a felony?		YES	NO						
lf yes, explair	n;								
Education	and Training								
High School:			Address:			VIII (
From:	To:	Did you	graduate?	YES	NO	Diploma:			
College:		w n de f	Address:	J. 749		VEC 200000			
From:	To:	Did you	graduate?	YES	NO	Degree:			
Other:		Address:		=1.70 H	200				
From:	To:	Did you graduate?		YES	NO	Degree:			
Certificate	s, Licenses & Skills (please	attach ad	ditional pa	ges, if	necessa	ry.)			
Name of Lice	ense(s) or Certificate Number:		1. 1. 1. 10	State:		Expiration	n Date:		

St. Agnes Catholic Church and School is an Equal Opportunity Employer

List your most recent experience first and account for all experience during the last 10 years including U.S. Military Service and/or volunteer experience. Attach additional pages if needed. You may attach your resume or job related certificates. A resume is not a substitute for completing this section of the application. Job Title: Employer: Supervisor's Name: Supervisor's Phone: (Street Address: City: State/Zip: From (Mo./Yr.): To (Mo./Yr.): Hours per week: Salary: **Duties Performed:** Reason for Leaving: Experience (continued) Employer: Job Title: Supervisor's Name: Supervisor's Phone: (Street Address: City: State/Zip: From (Mo./Yr.): To (Mo./Yr.): Hours per week: Salary: **Duties Performed:** Reason for Leaving: Work/Personal References Name: Phone: (Address: Citv: State: Zip: Name: Phone: (Address: City: State: Zip: Name: Phone: () Address: City: State: Zip: Tell us what special qualities/qualifications you possess that should cause us to want you as part of our professional team. Agreement Agreement of Applicant: I certify that the statements in this application and accompanying materials are true, complete and

Agreement of Applicant: I certify that the statements in this application and accompanying materials are true, complete and correct to the best to my knowledge, and understand that misrepresentation or deliberate omission of fact may subject me to disqualification or dismissal. I understand and agree to having a personal criminal background check conducted upon me with the results being kept in my personnel file and to furnish proof of education and citizenship or legal right to work in this country as may be required as a condition of my employment.

Signature:	 Date:
Signature:	Date:

Janitorial Duties

St. Agnes School

Daily School Duties:

- 1. 9 Full bathrooms (2 downstairs, 2 main floor, 2 upstairs, 2 gym, P-K room) These need cleaned 2 times / week
- 2. 3 other bathrooms (2 office, staff bathroom by kitchen)
 These need cleaned at a minimum monthly
- 3. Vacuum 7 classrooms, back hallway & teacher's lounge daily Vacuum music room, Learning Center, Library & RE office weekly on Thursday
- 4. Sweep halls, stairs, classroom tiles and A3 room daily
- 5. Mopping classroom tile, hallways, all bathrooms, Kitchen weekly
- 6. Trash all classrooms, kitchen and lunch trash daily
- 7. Trash downstairs and offices weekly
- 8. Set up & clean up lunch
- 9. Clean glass doors
- 10. Close gates at 8:10 a.m.
- 11. Monitor back door entrance beginning at 7:45 daily until 8:05

Weekly Duties:

- 1. Clean handrails and door knobs
- 2. Clean walls as needed pay extra attention behind lunch dumping station, under serving window and down staircases
- 3. Check exit lights, clock, classroom lights
- 4. Check toilet paper and paper towels in all bathrooms
- 5. Check drains
- 6. Clean water fountains
- 7. Clean gym floor 2 times / week is most ideal
- 8. Clean classroom sinks @ least 1 time / month

Outside Tasks:

- 1. Cutting grass on school & parish grounds and at Father's house
- 2. Snow removal
- 3. Weed control sidewalks and on playground
- 4. Blow off driveway of gravel & rubber weekly
- 5. Maintain all equipment mower, blower, 4 wheeler etc.

Other Tasks as needed:

- 1. Set up for assemblies and meetings
- 2. Moving furniture
- 3. Repairing things playground equipment, desks, etc
- 4. Moving heavy things for teachers they need to schedule a time with you
- 5. Cleaning filters on fridge and freezer monthly
- 6. Sweep behind the fridge and freezer
- 7. Set up volleyball net in season