

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.

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: _____

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: _____ City: _____ 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 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: _____

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