APPLICATION FOR CUSTODIAL SPECIALIST APPLICANTS

1. Have you read the job description for custodial specialist and do you understand the duties of such a position?

2. Have you been employed as a custodian or janitor? _____ If yes, please list employment history and dates?

3. Have you participated in any formal janitorial training? _______ If yes, please list where and when? _______

4. Are you willing to accept temporary employment?

5. Are you willing to work on the morning custodian shift? (Usually 6:00 a.m. to 2:30 p.m.)

6. Are you willing to work on the night custodian shift? (Usually 1:30 p.m. to 10:00 p.m. or 4:30 p.m. to 1:00 a.m.)

7. Are you willing to work a Tuesday through Saturday workweek?

8. Are you able to lift trash containers, equipment and furniture without difficulty? _______ If not, please explain.

9. Can you work on your feet for long periods of time doing custodial tasks? _______ If not, please explain.

10. Are you able and willing to climb stepladders up to twelve feet in height to wash windows, replace light bulbs and perform similar tasks?

11. Can you climb stairs without difficulty? _______ If not, please explain.

12. Do you know how to operate a vacuum cleaner?

13. Do you know how to operate a floor scrubbing machine?

14. Do you know how to operate a rug shampooer?

15. Do you know how to operate a floor polishing machine?

16. If you have not operated the machines in Questions 12, 13, 14 and 15, do you feel you can learn to do so without difficulty?
17. Do you have knowledge of the materials, methods and practices used in cleaning operations? ______________

18. Can you work effectively with fellow custodians and supervisors? ________________________________

19. Have you cleaned large facilities to include hallways, restrooms, offices, stairways and other public areas? ______
   If yes, please list where? ________________________________________________________________________

20. Have you cleaned areas where there has been heavy foot traffic? ______ If yes, please list where? ______
   ____________________________________________________________________________________________

21. Have you cleaned areas used by large numbers of university-aged persons? ______ If yes, please list where? ____
   ____________________________________________________________________________________________

PITTSBURG STATE UNIVERSITY IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION AND VETERAN’S PREFERENCE ELIGIBLE EMPLOYER. EMPLOYMENT WILL REQUIRE A CRIMINAL BACKGROUND CHECK.
PRESENT DATE ___________________________

NAME (print) ____________________________________________

(LAST) (FIRST) (MIDDLE)

PRESENT ADDRESS _________________________________________

(STREET, ROUTE, BOX) (CITY)

TELEPHONE ____________________________ STATE __________ ZIP __________

STATE OF KANSAS ID OR PSU ID NUMBER ______________________________________

PLEASE LIST YOUR EDUCATION AND TRAINING:

NAME AND ADDRESS OF SCHOOLS: ____________________________

GRADE SCHOOL ____________________________________________ 1 2 3 4 5 6 7 8

HIGH SCHOOL ____________________________________________ 9 10 11 12

DESCRIBE FULLY ANY BUSINESS, CORRESPONDENCE, TRADE SCHOOL, OR COLLEGE TRAINING. GIVE FULL DETAILS REGARDING COURSES TAKEN, HOURS CREDIT, AND MAJOR SUBJECT STUDIED.

NAME AND LOCATION OF SCHOOLS ____________________________

TYPE OF SCHOOL/MAJOR ____________________________________

DEGREE OR HOURS COMPLETED ______________________________________

____________________________________________________________

____________________________________________________________

____________________________________________________________

____________________________________________________________

____________________________________________________________

____________________________________________________________

POSITION DESIRED AND QUALIFIED FOR __________________________

WILL YOU ACCEPT TEMPORARY EMPLOYMENT? ______________________

REFERENCES

(OTHER THAN RELATIVES):

NAME ADDRESS CITY PHONE

____________________________________________________________

____________________________________________________________

____________________________________________________________

____________________________________________________________

(OVER)
EMPLOYMENT HISTORY:  (Last position first)
Are you presently employed?  _______ yes  _______ no  _______ part-time  _______ full-time
May we contact your current employer?  _______ yes  _______ no

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Employer  
Position Held  
Address  
Employed from  to  
(Street)  (City)  
Salary  
(Per month)  Supervisor’s Name

DUTIES

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DUTIES

I authorize Pittsburg State University to utilize the information given in determining my eligibility for employment. 
Fraudulent statements made on this application may be cause for dismissal.
I understand that, as a condition of employment, PSU reserves the right to grant compensatory time off in lieu of overtime hours worked.

Signature

Information received by Pittsburg State University will be handled confidentially.

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