

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: October 28, 2004

SUBJECT: Part-time Custodian

CATEGORY: Operations: Policy: Information: Personnel: X

INITIATED BY: Natalie Fatica, Coordinator of Human and Quality Resources

DESCRIPTION:

The Erie County Technical School Administration recommends hiring Mr. James Sipes as a part-time custodian at the rate of \$11.60 per hour beginning on or after November 1, 2004 pending clearances. Mr. Sipes will serve a 90 day probationary period prior to recommendation for regular employment.

RECOMMENDATION:

Motion to hire Mr. James Sipes as a part time custodian at the rate of \$11.60 per hour beginning on or after November 1, 2004.

interviewed 10/19/04
by AA. + M.F.

ERIE COUNTY TECHNICAL SCHOOL
8500 OLIVER ROAD
ERIE, PA 16509
APPLICATION FOR EMPLOYMENT

(Fill Out Completely. Please type or print.)

Position Desired CUSTODIAL POSITION

Name JAMES FLOYD Sipes JR Date 10-15-04

Address 926 WEST 35TH ST. ERIE PA. 16508

Phone (814) 868-7576

State, in order of preference, skills in which you are trained and prefer to do:
CELL A (814) 882-9667

high Speed BUFFER, STRIPPING FLOORS/WAXING TILE FLOORS,

SHAMPOO CARPETS, GENERAL CLEANING CLASSROOMS & OFFICES
SANITIZE RESTROOMS.

Salary last received \$11.75 Initial Salary Expected OPEN

Hobbies or outside interests? SWIMMING & WALKING, BIKE RIDING

If you are currently employed, why do you want to leave? YES JUST MY PART TIME JOB

BECAUSE ARE DISTRICT OFFICE TO SOON CHOSE WILL LOOSE
MY JOB AS A GENERAL CONTRACTOR

References: (Give names and addresses of persons acquainted with your work experience and ability.)

NAME	ADDRESS
<u>Sharon Conklin</u>	<u>Edinboro University of PA. (814) 732-0160</u>
<u>Shirley Dows</u>	<u>UNITED STATES POSTAL SERVICE (814) 836-7235</u>
<u>KEVIN HEIN</u>	<u>UNITED STATES POSTAL SERVICE (814) 881-3668</u>
<u>Tammie FAUSNAUGHT</u>	<u>Edinboro University of PA. (814) 756-5397</u>

The Erie County Technical School does not discriminate on the basis of race, color, national or ethnic origin, sex, handicap, or disability in the administration of any of its educational programs and activities in accordance with applicable federal/state statutes and regulations. Inquiries should be directed to Paul D. Fritz, Title IX/ADA Coordinator, Erie County AVTS, 8500 Oliver Road, Erie, PA 16509, (814) 864-0641, Ext. 346. (EOE)

Resume and Reference upon request.

EDUCATIONAL RECORD

NAME & ADDRESS OF SCHOOL	NUMBER OF YEARS ATTENDED	YEAR GRADUATED	DEGREE
Union City Jr & Sr High HIGH SCHOOL 105 Concord ST. Union City PA. 16438	12 yrs	1983	High School Diploma
TECHNICAL SCHOOL —	—	—	—
COLLEGE —	—	—	—
OTHER —	—	—	—

WORK EXPERIENCE RECORD

NAME & ADDRESS OF PREVIOUS EMPLOYERS	OCCUPATION	NO. OF YEARS OF SERVICE	FROM-TO DATES WORKED
Edinboro University of PA. Early Hall Edinboro PA. 16444	CUSTODIAL	11 yrs	2/93 - Present
UNITED STATES POSTAL SERVICE 2709 Legion Rd Erie PA 16515	CUSTODIAL	2 yrs	10/02 - Present
General McNamee School District 11781 Edinboro Rd Edinboro PA. 16422	CUSTODIAL	6 yrs	9/96 - 10/02
Jamarco Industries, 4264 West Ridger Rd Erie PA. 16506	ASS. Supervisor/Inspector	4 yrs	2/89 - 2/93
J&J Cleaning Service PO. Box 3232 Erie PA. 16508	CUSTODIAL	6 yrs	2/90 - 9/96

Comments: I HAVE OVER 11 yrs of work experience in CUSTODIAL DUTIES / and work very well in team/work