

JOB APPLICATION FORM 2019-20

Date _____

FACTS I.D. Number _____

Name of family working _____

Name of daughter at Notre Dame _____ Present Grade Level _____

Home Phone # _____ Cell # _____

Email Address of Parent _____

Home Address of Parent _____

Weekday jobs for adults

Check the day(s) that you can work

Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____

Work is to be done by adults. Students may assist parents but not replace them.

All weekday jobs for adults are one day each week unless otherwise stated.

Place a checkmark by all the jobs for which you wish to be considered.

_____ Clean **individual** restrooms

_____ Clean **large** restrooms

_____ Clean classrooms, chalkboards and hall on a particular floor

_____ Clean 6 science labs and chalkboards

_____ Clean front office area, entrance, Heritage Hall

_____ Clean ground floor area

_____ Clean Fitness Center including restrooms – morning job 7:00 am

_____ Clean Collaborative Learning Center—

_____ Clean classrooms and area on 2 ½

_____ Care of gym facility during volleyball season - all home games

_____ Care of gym facility during basketball season - all home games

WEEKDAY JOBS FOR STUDENTS

Check the day(s) that you can work

Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____

All weekday jobs for students are one day each week unless otherwise stated

_____ Clean steps

_____ Dry mop the gym floor-----Mon, Wed, Fri before school

_____ Vacuum carpets in various places once each week

_____ Clean drinking fountains once each week

_____ Clean White Boards

_____ Clean Windows

WEEKEND JOBS FOR ADULTS

All weekend jobs are one day each weekend unless stated otherwise.

- _____ Clean the cafeteria with the TENNANT - machine, empty trash
- _____ Wet mop the kitchen, serving line and hallways
- _____ Clean the floors in the large restrooms with a Swifter
- _____ Clean the floors in the small restrooms with a Swifter
- _____ Saturday classroom cleaning after German classes
- _____ Clean the halls with the TENNANT machine
- _____ Desk Maintenance weekly
- _____ Clean business offices on 1 ½ area
- _____ Clean classrooms and hallways on 2 ½
- _____ Clean staff offices
- _____ Clean chapel
- _____ Clean Development Office Area
- _____ Clean Performing Arts Center
- _____ Clean utility cupboards, change mop heads monthly, restock supplies
- _____ Outside Restrooms 3 months job _[Mar – May] _[June – Aug] _[Sept – Nov]
- _____ Check outdoor locking daily after 9:00 pm – (7 days)
- _____ Clean Spanish Steps, auditorium and stage

Please return by April 15, 2019 so jobs can be assigned. You will be notified regarding your work. Preference will be given to those who meet the deadline.

Sincerely, Sister Mary Paul Ann, Sister Mary Rachel SND

Revised February, 2019