



# LANCASTER COUNTY CAREER & TECHNOLOGY CENTER

## Administrative Staff Employment Application

Lancaster County Career & Technology Center is an equal opportunity education institution and will not discriminate in employment, education programs, or activities on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, age or disability. This policy of nondiscrimination extends to all other legally protected classifications under state and federal laws and is published in accordance with state laws including Title IX of the Education Amendments of 1972 and Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

### Date of Application:

<b>Name:</b>	Last	First	MI
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<b>Address:</b>	Street and/or Apt.	City	State	Zip
	Phone Number	Alternate Phone		

**Specific Position Desired:** \_\_\_\_\_

If your qualifications meet our needs, you will be contacted for an interview. However, if you are not contacted, we will retain your application for one (1) year. After one (1) year your application will be considered inactive.

### EDUCATIONAL INFORMATION

Type of Institute	Name and Location of School	Area of Specialization	Did you Graduate?	Diploma/Degree or Number of years completed
High School				
College/ University				
Graduate School				
Business or Trade School				

### EMPLOYMENT HISTORY

Present Position		Employer			
Number of Years		May we contact your present employer?			
Former Employment: (List employers beginning with most recent)					
Employer's Name:	Type of Business:	Primary Duties:	Employment Dates:		Reason for Leaving:
Address:	Your Job Title:		From:	Month   Year	
Telephone:	Immediate Supervisor:		To:	Month   Year	
Employer's Name:	Type of Business:	Primary Duties:	Employment Dates:		Reason for Leaving:
Address:	Your Job Title:		From:	Month   Year	

Telephone:	Immediate Supervisor:		To:	Month Year	
Employer's Name:	Type of Business:	Primary Duties:	Employment Dates:	Reason for Leaving:	
Address:	Your Job Title:		From:		Month Year
Telephone:	Immediate Supervisor:		To:		Month Year

### CERTIFICATION

LIST ALL AREAS IN WHICH YOU HOLD VALID PENNSYLVANIA AND/OR OUT-OF-STATE TEACHING/ADMINISTRATIVE CERTIFICATES. **PLEASE PROVIDE A COPY OF YOUR VALID CERTIFICATE.**

AREA OF CERTIFICATION	ISSUING STATE	DATE ISSUED

HAVE YOU ACQUIRED TENURE IN PENNSYLVANIA? \_\_\_\_\_

IF YES, IN WHAT SCHOOL DISTRICT? \_\_\_\_\_

DATE AVAILABLE FOR EMPLOYMENT \_\_\_\_\_

### REFERENCES

References should include superintendents, principals or professors who have first-hand knowledge of your professional competence and your personal qualifications. If any person(s) listed should not be contacted for reference at the present time, indicate in the left-hand margin the date contact(s) may be made.

Name	Address	Occupation	Years Known	Telephone

### OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experiences (including U.S. military service) and/or state any additional information you feel may be helpful in considering your application, i.e. honors, awards, activities, technology skills or professional development activities:

### GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer "Yes" to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate, which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal offense?  Yes  No

Are you currently under charges for a criminal offense?  Yes  No

Have you ever forfeited bond or collateral in connection with a criminal offense?  Yes  No

Within the last ten years, have you been fired from any job for any reason?  Yes  No

Within the last ten years, have you quit a job after being notified that you would be fired?  Yes  No

Have you ever been professionally disciplined in any state?  Yes  No

Professional disciplined means the annulment, revocation or suspension of your teaching certification or having received a letter of reprimand from an agency, board or commission of state government, such as the Pennsylvania Professional Standards and Practices Commission.

Are you subject to any visa or immigration status, which would prevent lawful employment?  Yes  No

**Note: If you answered "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet, and include your social security number.**

### AUTHORIZATION

1. I hereby authorize Lancaster County Career & Technology Center to contact school, college, employment and all other sources for the purposes of investigating and verifying statements and references herein, and I hereby authorize said sources to disclose such records and other information to the prospective employer.
2. I understand that any false statements in this application may be sufficient cause for discharge if I am employed.
3. The position holder must be able to perform the essential job functions with or without reasonable accommodations required.

If you have additional information for us, you may attach a resume and/or supporting documents.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

Note: All applicants for employment with public and private schools including student teachers and independent contractors and their employees must undergo background checks. As of April 1, 2007, there are three required background checks: State Police Criminal History Record, Dept of Public Welfare Child Abuse Report, Federal Criminal History Report (CHRI) – FBI Report. Criminal history reports (results of background checks) shall be no more than one year old at the time of employment.

If you are extended a job offer, school board requirements mandate that you undergo a pre-employment physical examination.