



LANCASTER COUNTY CAREER & TECHNOLOGY CENTER

Support 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:

Name:	Last	First	MI
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Address:	Street and/or Apt.	City	State	Zip
	Telephone	Alternate Telephone		

Email:

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	

REFERENCES

Name	Address	Occupation	Years Known	Telephone

GENERAL BACKGROUND INFORMATION

Were you previously employed by a public school? _____

Do you have any Military Service? _____

If yes to the above question please answer the following:

Branch of Service	Date	Rank	Area of Specialization

*Were you ever convicted of a criminal offense?

*Are you currently under charges for a criminal offense?

If yes to any of the above questions, please summarize the criminal offense on the space provided below:

AUTHORIZATION

- 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.
- I understand that any false statements in this application may be sufficient cause for discharge if I am employed.
- 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.