

CAREER TECHNOLOGY CENTER of Lackawanna County

H. J. Dende Campus
3201 Rockwell Avenue
Scranton, PA 18508-1491

APPLICATION FOR EMPLOYMENT

(Please Print or Type)

Position(s) Desired _____

Name _____
LAST FIRST MIDDLE SOCIAL SECURITY NUMBER

Present Address _____
STREET
CITY STATE ZIP (AREA CODE) TELEPHONE

E-mail Address (If Available) _____

EDUCATIONAL BACKGROUND

	SCHOOL OR INSTITUTION AND LOCATION	DATES ATTENDED		DIPLOMAS DEGREES OR CREDITS EARNED
		FROM	TO	
HIGH SCHOOL				
COLLEGE/UNIVERSITY				
COLLEGE/UNIVERSITY				
GRADUATE STUDY				
OTHER SCHOOLING				

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.

¹ Federal Privacy Act (5 U.S.C. § 552A NOTE) Statement. Authority for requesting Social Security account numbers: Public School Code of 1949 (24 P.S. § 12-1212, 24 P.S. § 1224) Principal Purpose: To verify certification. Other Purposes: Identification and collection of criminal/disciplinary records for certified educators. Disclosure: Mandatory. Failure to provide Social Security Number will result in an applicant not being considered for employment. PDE 353A (7/10/08)

OTHER QUALIFICATIONS

(PRESENT OR MOST RECENT FIRST)

Dates		Employer and Address		Your Title
From				
To				
		(Area Code) Telephone		
Work Performed			Reason for Leaving	
Name & Title of Supervisor			Final Yearly Salary	

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From				
To				
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Dates		Employer and Address		Your Title
From				
To				
		(Area Code) Telephone		
Work Performed			Reason for Leaving	
Name & Title of Supervisor			Final Yearly Salary	

REFERENCES

NAME	POSITION	ADDRESS	TELEPHONE

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 quit a job after being notified that you would be fired?

YES NO

Have you ever been professionally disciplined in any state?

Professionally 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.

YES NO

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.

ACT 34 Clearance (PA State Police Criminal Background Check)

Each applicant must submit with his/her employment application a copy of a Criminal History Record from the Pennsylvania State Police. Prospective employees must submit ORIGINAL report, which may not be more than one (1) year old.

ACT 114 (Federal Criminal History Record)

Each applicant must submit with his/her employment application a copy of a Federal Criminal Record from the Federal Bureau of Investigation (FBI). Prospective employees must submit ORIGINAL report, which may not be more than one (1) year old.

ACT 151 Clearance (PA Child Abuse History Clearance)

Each applicant must submit with his/her employment application a copy of an official clearance from the Pennsylvania Department of Public Welfare. Prospective employees must submit ORIGINAL report, which may not be more than one (1) year old.

CERTIFICATION AND RELEASE AUTHORIZATION

I hereby certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I understand that any misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) terminating my employment.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of Career Technology Center of Lackawanna County may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to this school district. I further authorize these officials to investigate my background, now or in the future, to verify the information provided and release from liability all persons and/or entities supplying information regarding my background. However, I do not authorize the production of medical records or other information, which would tend to actually identify a disability nor do I authorize inquiries which would include information related to any medical condition or medical history. Further, I do not waive any rights which I have under state or federal law related to my right to challenge the disclosure of unlawful or inaccurate information, whether by the school district or by entities or persons providing such information to the school district, including any and all claims concerning allegations of employment discrimination because of race, color, sex, religion, national origin, ancestry, age or disability.

Date

Signature of Candidate (in blue ink)
(Must be original)

Pennsylvania school districts shall not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and section 504 may be obtained by contacting the school district.