



CLASSIFIED PERSONNEL EMPLOYMENT APPLICATION

(Please print or type the required data.)

Position desired _____ Date of Application _____

Name _____ Social Security Number _____
Last First Middle

Present Address _____ Telephone Number (____) _____
Number and Street or Route Number Area Code

City or Town State Zip

Present Address _____
Street City State Zip
 (If Different)

IMPORTANT INFORMATION

Act 34 of 1985 specifies that employees of public and private schools must undergo police background checks. Commonwealth of Pennsylvania residents must undergo a Pennsylvania State Police background check as well as Child Abuse Clearance and I-9 Employment Verification. Please be aware that Lebanon County Career and Technology Center will not consider an employment application complete until a copy of the necessary background check is received.

EDUCATIONAL INFORMATION

EDUCATIONAL BACKGROUND:				
Type of School	Name and Address Of School	Area of Specialization	Did You Graduate?	Diploma/Degree or Number of Yrs. Completed
High School				
College/ University				
Graduate School				
Business or Trade School				

CONTINUE ON OTHER SIDE

EMPLOYMENT INFORMATION

May we contact your former employers? Yes _____ No _____				
Former Employers: List in order beginning with most recent)	Type of Business & Your Job Title	Your Primary Responsibilities & Duties	Employment Dates	Reason for Leaving
1.) Employer's Name & Address _____ _____ Immediate Supervisor: _____	Phone: _____ Type of Business Your Job Title:		From Mo. ____ Yr. ____ To Mo. ____ Yr. ____	
2.) Employer's Name & Address _____ _____ Immediate Supervisor: _____	Phone: _____ Type of Business Your Job Title:		From Mo. ____ Yr. ____ To Mo. ____ Yr. ____	
3.) Employer's Name & Address _____ _____ Immediate Supervisor: _____	Phone: _____ Type of Business Your Job Title:		From Mo. ____ Yr. ____ To Mo. ____ Yr. ____	
Military Service: Branch of Service _____ Dates of Service _____ Rank _____ Area of Specialization _____			FOR OFFICE USE ONLY Date of Interview _____ Outcome _____	

REFERENCES

Name	Address	Occupation	Years Known	Telephone

NOTICE TO APPLICANTS: If you require assistance in the application process, please inform us.

I verify that all information given is correct to the best of my knowledge.

Applicant's Signature

PLEASE RETURN TO:
Office of the Assistant Director
Lebanon County Career and Technology Center
833 Metro Drive
Lebanon, PA 17042

It is the policy of the Lebanon County Career and Technology Center not to discriminate on the basis of race, color, creed, religion, sex, sexual orientation, ancestry, national origin, handicap or disability in its admission to educational and technical programs, activities, or employment as required by Title IX, Section 504 and Title VI. Lebanon County Career and Technology Center will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and technical programs. For information about rights or grievance procedures, contact the Compliance Officer at 833 Metro Drive, Lebanon, PA 17042. Telephone Number (717)273-8551