



## 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 _____				
<b>Former Employers:</b> List in order beginning with most recent)	<b>Type of Business &amp; Your Job Title</b>	<b>Your Primary Responsibilities &amp; Duties</b>	<b>Employment Dates</b>	<b>Reason for Leaving</b>
1.) <b>Employer's Name &amp; Address</b> _____ _____ <b>Immediate Supervisor:</b> _____	<b>Phone:</b> _____ <b>Type of Business</b>  <b>Your Job Title:</b>		<b>From</b> Mo. ____ Yr. ____ <b>To</b> Mo. ____ Yr. ____	
2.) <b>Employer's Name &amp; Address</b> _____ _____ <b>Immediate Supervisor:</b> _____	<b>Phone:</b> _____ <b>Type of Business</b>  <b>Your Job Title:</b>		<b>From</b> Mo. ____ Yr. ____ <b>To</b> Mo. ____ Yr. ____	
3.) <b>Employer's Name &amp; Address</b> _____ _____ <b>Immediate Supervisor:</b> _____	<b>Phone:</b> _____ <b>Type of Business</b>  <b>Your Job Title:</b>		<b>From</b> Mo. ____ Yr. ____ <b>To</b> Mo. ____ Yr. ____	
<b>Military Service:</b>  <b>Branch of Service</b> _____  <b>Dates of Service</b> _____ <b>Rank</b> _____  <b>Area of Specialization</b> _____			<b>FOR OFFICE USE ONLY</b> <b>Date of Interview</b> _____  <b>Outcome</b> _____	

## 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