



Fayette County Career & Technical Institute

Dr. Cynthia Shaw – Executive Director

NON-TEACHING APPLICATION

Position(s) Desired _____

Name

LAST FIRST MIDDLE SOCIAL SECURITY NUMBER¹

Present Address

STREET (AREA CODE) TELEPHONE

CITY STATE ZIP CODE

Permanent Address

STREET (AREA CODE) TELEPHONE

CITY STATE ZIP CODE

E-MAIL ADDRESS (if available) _____

LIST IN ORDER OF PREFERENCE THE POSITIONS FOR WHICH YOU ARE APPLYING:

1. _____ 2. _____ 3. _____

CERTIFICATION

LIST ANY AREAS IN WHICH YOU HOLD CERTIFICATES OF SPECIALIZED TRAINING.

Area of Certification	Issuing Agency	Date Issued

DATE AVAILABLE FOR EMPLOYMENT: _____

IF YOU ARE NOT EMPLOYED FULL TIME, ARE YOU INTERESTED IN BEING PLACED ON OUR SUBSTITUTE LIST FOR THE POSITIONS LISTED ABOVE?				YES	NO
LONG-TERM	YES	NO	SHORT-TERM (Day to Day)	YES	NO

EXPERIENCE
(PRESENT OR MOST RECENT FIRST)

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

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

Please list typical work activities that you perform regularly:

EDUCATIONAL BACKGROUND

	SCHOOL OR INSTITUTION AND LOCATION	MAJOR/ MINOR	DIPLOMAS, DEGREES OR CREDITS EARNED	GRADE POINT AVERAGE (GPA)
HIGH SCHOOL				
BUSINESS/ TECHNICAL				
BUSINESS/ TECHNICAL				
COLLEGE/ UNIVERSITY				
GRADUATE STUDY				

REFERENCES

References should include superintendents, principals, or supervisors who have first-hand knowledge of your workplace 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	Position	Address	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? 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.	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 COMPLIANCE (Background Check of Prospective Employees)

Each Pennsylvania resident must submit with his/her employment application a copy of a report of Criminal History Record Information from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the State Police Central Repository contains no such information relating to that person. Each out-of-state applicant must submit with his/her application for employment a copy of a federal criminal record history from the Federal Bureau of Investigation. The criminal record history report must be no more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.

ACT 151 (PA Child Abuse History Clearance)

Each candidate must submit with his/her employment application a copy of an official clearance statement obtained from the Pennsylvania Department of Public Welfare or a statement from the Department of Public Welfare that no record exists. The clearance statement must be no more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.

ESSAY

Please write an essay as described on page six. For your convenience, you may attach a sheet; however, your essay may not exceed one page. At the bottom of the attachment, please print and sign your name.

CERTIFICATION AND RELEASE AUTHORIZATION

I 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 further certify that I am the sole author of the essay. 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 the **Fayette County Career & Technical Institute** 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 may 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 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 Dr. Cynthia Shaw, Assistant Director.

ESSAY

We are interested in your ability to organize and express thoughts on a specific topic in a succinct manner.

Please write an essay in the space provided on this page describing your qualifications for this position and why the Fayette County Area Vocational Technical School would benefit most by hiring you over other candidates.

Signature

Name

Note to applicants: This application can be downloaded from the Fayette County Career & Technical Institute home page which is accessible at: <http://www.fayettecti.org>.

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