

BUCKS COUNTY TECHNICAL HIGH SCHOOL
An Equal Opportunity Employer M/F/V/D

Application for Employment for Non-Teaching Positions

Please check one: Full time Part time Occasional

It is the policy of Bucks County Technical High School not to discriminate on the basis of race, color, religion, age, gender, sexual orientation, national origin, handicap/disability, genetic information or any other legally protected classification in its admissions, educational programs, activities or employment policies as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. For information regarding services, activities and facilities that are accessible to and usable by handicapped persons and in compliance with Title VI, Title IX, and Section 504, please contact the Human Resources Coordinator, Bucks County Technical High School, 610 Wistar Road, Fairless Hills, Pennsylvania 19030. (215) 949-1700 x 2807.

Es la política de Bucks County High School secundaria técnica no para discriminar basándose en raza, color, religión, edad, género, orientación sexual, origen nacional, impedimento/discapacidad, información genética o cualquier otra clasificación protegida legalmente en sus admisiones, programas educativos, actividades o políticas de empleo según lo requerido por el título VI de la ley de derechos civiles de 1964, Título IX de las enmiendas educativas de 1972, Sección 504 de la Rehabilitation Act de 1973, Ley de discriminación de edad de 1975, los americanos con acto de las inhabilidades de 1990 y la ley de las relaciones humanas de Pennsylvania. Para obtener información acerca de los servicios, actividades e instalaciones que son accesibles a y utilizables por personas con discapacidad y en cumplimiento del título VI, Título IX, sección 504 y la sección 504, póngase en contacto con la Coordinadora de recursos humanos, High School secundaria técnica de la Condado de Bucks, 610 Wistar camino, colinas de Fairless, Pennsylvania 19030. (215) 949-1700 x 2807.

PERSONAL DATA (Please Print)

Name _____ Date _____

Address _____
Street City State Zip

Telephone Numbers _____

Please identify the position for which you are applying. _____

Salary desired _____ When will you be available for employment? _____

Have you ever filed an application at Bucks County Technical High School? Yes No

Have you ever been employed by Bucks County Technical High School? Yes No
If "Yes", list position and dates of employment. _____

If employed in a position for which you are applying, would you be in a supervisory relationship to any relative or member of your household? Yes No

If you are under the age of 18 years, can you furnish a work permit? Yes No

Are you legally eligible work in the United States? Yes No

Have you ever been convicted of a crime? Yes No If "Yes", explain.

Can you perform the essential tasks required to carry out the job for which you have applied with or without an accommodation? _____ Yes _____ No

As related to the position for which you are applying, what language do you speak, read and/or write? What is your degree of fluency? _____

Please list memberships in any professional organizations that you believe will enhance your application, excluding any whose name would indicate the race, religion, creed, color, national origin or ancestry of its members?

If you served in the Military, please list the period of service and type of training and experience you received.

EMPLOYMENT EXPERIENCE

List present or most recent employer first. Include military service, if any.

Employer _____ Telephone No. _____

Address _____

Street

City

State

Position(s) _____

Manager _____ Starting Salary _____ Final Salary _____

Dates Employed _____

Primary Responsibility _____

Reason for leaving _____

May we contact your present employer? _____ Yes _____ No

Employer _____ Telephone No. _____

Address _____

Street

City

State

Position(s) _____

Manager _____ Starting Salary _____ Final Salary _____

Dates Employed _____

Primary Responsibility _____

Reason for leaving _____

Employer _____ Telephone No. _____

Address _____

Street

City

State

Position(s) _____

Manager _____ Starting Salary _____ Final Salary _____

Dates Employed _____

Primary Responsibility _____

Reason for leaving _____

EDUCATION AND TRAINING

List all schools attended; including, trade, business, technical institutions, colleges/universities, beginning with the most recent.

Name/Location

No. of Years Completed

Diploma/Degree

Name/Location	No. of Years Completed	Diploma/Degree

List any courses, training or certifications that you have completed that would be relevant to your ability to perform the job for which you are applying: _____

List any machines or equipment that you can operated that are relevant to the position for which you are applying:

Software _____ Typing Speed: _____ wpm

Provide the name, title, address and telephone number of three business references (non-relatives):

ADDITIONAL CRITICAL INFORMATION

Bucks County Technical High School is required to submit the Commonwealth of Pennsylvania Sexual Misconduct/Abuse Disclosure Release (under Act 168 of 2014) for all current and former employers that were school entities and/or where you had direct contact with children.

Please list the name of the employer, complete address, fax and telephone numbers below for employer contacts not listed in the Employment Section above.

Forms will be provided for you to complete at the time of the interview.

Name of employer _____
Address (including street, city, state, zip code) _____
Fax Number _____
Telephone Number _____

Name of employer _____
Address (including street, city, state, zip code) _____
Fax Number _____
Telephone Number _____

Name of employer _____
Address (including street, city, state, zip code) _____
Fax Number _____
Telephone Number _____

AGREEMENT

I certify that the statements made in this application are correct and complete to the best of my knowledge.

I understand that false or misleading information may result in termination of employment.

I authorize Bucks County Technical High School to conduct reference checks to that a hiring decision may be made. In the event that Bucks County Technical High School is unable to verify any reference stated on this application, it is my responsibility to furnish the necessary documentation.

If accepted for employment with Bucks County Technical High School, I agree to abide by all of its policies and procedures.

I understand that I will submit a Pennsylvania State Police Criminal Background History Check in accordance with Act 34 of 1985, the Pennsylvania Child Abuse History Clearance in accordance with Act 151 and an FBI Background Check in accordance with Act 114 of 2006. I understand that I need to complete and sign the attached Arrest/Conviction Report and Certification Form under Act 24 of 2011.

If hired, I understand that I will be required to submit a pre-employment medical examination and a pre-employment a tuberculin skin test.

I agree, as a condition of employment or continued employment, to give Bucks County Technical High school permission to investigate my driving record, if driving is a function of the job.

I also agree to have my photograph taken for identification purposes if hired.

Applicant Signature

Date