



Upper Bucks County Technical School

Serving: Palisades, Pennridge, and Quakertown

3115 Ridge Road • Perkasio, Pennsylvania 18944 • Phone: (215) 795-2911 • FAX: (215) 795-0530 • www.ubtech.org

APPLICATION FOR EMPLOYMENT

Please Check Position Desired:

- Adult Evening School Instructor
- Cafeteria Worker
- Instructional Facilitator
- Maintenance
- Secretarial

- Substitutes:
- Cafeteria Worker
 - Instructional Facilitator
 - Secretarial
 - Teacher

Name: _____ Date: _____

Address: _____

Social Security Number: _____ - _____ - _____

Home Phone Number: _____

Work Phone Number: _____

Cell Phone Number: _____

E-mail Address: _____

PA Certification held: _____ Date of Certification _____

Military Service: No Yes

If Yes, Number of Years _____ Branch of Service _____

EDUCATION

High School	Program	Dates of Attendance	Date of Graduation	Credit/Degree/ Semester/Hours
Colleges:				

PRESENT EMPLOYMENT

Present Employer: _____

Address: _____

Phone Number: _____ Salary: _____

Position: _____

PAST EMPLOYMENT

Name and Address of Company	Job Title	Date of Employment From To

EMPLOYMENT REFERENCES

Name	Telephone Number	Position/Relationship

ACT 151 Child Abuse History Check: Yes _____ No _____ In Process _____

ACT 34 Security Background Check: Yes _____ No _____ In Process _____

ACT 114 Federal Clearance Check: Yes _____ No _____ In Process _____

Have you been a resident of Pennsylvania for the past two years? Yes _____ No _____

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? Yes No

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.

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.

I hereby declare that the information in this application is true and complete to the best of my knowledge and agree that any falsified or intentionally misleading information or deliberate omissions may disqualify me from employment and may be justification for dismissal if discovered at a later date.

Date: _____ **Signature:** _____

The Upper Bucks County Technical School will not discriminate on the basis of age, sex, handicap, race, color, national origin, religion, or any other legally protected classification in its educational and technical programs, activities, or employment. The School will also take steps to assure that the lack of English Language skills will not be a barrier to admission and participation in all educational and technical programs. This policy is in accordance with State and Federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act amended 2004. For information about rights or grievance procedures contact the Title IX and Section 504 Coordinator at Upper Bucks County Technical School, 3115 Ridge Road, Perkasie, PA 18944. Phone 215-795-2911. For more information regarding services, activities and facilities that are accessible to and usable by disabled persons contact 215-795-2911.