



**LenapeTech**

*Education at Work*

# STANDARD APPLICATION

FOR TEACHING POSITIONS IN PENNSYLVANIA PUBLIC SCHOOLS

Lenape Technical School

2215 Chaplin Avenue, Ford City, Pennsylvania 16226

Telephone (724) 763-7116 | Fax (724) 763-9888

**POSITION(S) DESIRED:** \_\_\_\_\_

**LAST NAME:** \_\_\_\_\_ **FIRST:** \_\_\_\_\_ **MIDDLE:** \_\_\_\_\_

**PRESENT ADDRESS [STREET]:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**PERMANENT ADDRESS [STREET]:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**PROFESSIONAL PERSONNEL ID:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

**HOME PHONE:** \_\_\_\_\_ **CELL:** \_\_\_\_\_ **WORK:** \_\_\_\_\_

**LIST, IN ORDER OF PREFERENCE, THE GRADES, SUBJECTS AND/OR POSITIONS FOR WHICH YOU ARE APPLYING:**

**1:** \_\_\_\_\_ **2:** \_\_\_\_\_ **3:** \_\_\_\_\_

## CERTIFICATION

LIST ALL AREAS IN WHICH YOU HOLD VALID PENNSYLVANIA AND/OR OUT-OF-STATE TEACHING CERTIFICATES. **NOTE:** APPLICANTS HOLDING A CERTIFICATE FROM ANOTHER STATE MUST OBTAIN A PENNSYLVANIA CERTIFICATE IN ORDER TO TEACH IN PENNSYLVANIA PUBLIC SCHOOLS.

AREA OF CERTIFICATION	ISSUING STATE	DATE ISSUED

**HAVE YOU ACQUIRED TENURE IN PENNSYLVANIA:** YES  NO

**IF YES, IN WHAT SCHOOL DISTRICT?** \_\_\_\_\_

**DATE AVAILABLE FOR EMPLOYMENT:** \_\_\_\_\_

**IF YOU ARE NOT EMPLOYED FULL-TIME, ARE YOU INTERESTED IN BEING PLACED ON OUR SUBSTITUTE LIST?** YES  NO

**LONG-TERM:** YES  NO  **SHORT-TERM:** YES  NO

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## EDUCATIONAL BACKGROUND

EDUCATION	SCHOOL OR INSTITUTION AND LOCATION	MAJOR/MINOR	DIPLOMA, DEGREE OR CREDITS EARNED	GPA
HIGH SCHOOL				
COLLEGE/UNIVERSITY				
COLLEGE/UNIVERSITY				
GRADUATE STUDY				
GRADUATE STUDY				

## EXPERIENCE [PRESENT OR MOST RECENT FIRST]

DATES		EMPLOYER NAME AND ADDRESS		YOUR TITLE	
FROM:					
TO:					
PHONE NUMBER:					
SUPERVISOR NAME AND TITLE:			FINAL YEARLY SALARY:		
WORK PERFORMED			REASON FOR LEAVING		
DATES		EMPLOYER NAME AND ADDRESS		YOUR TITLE	
FROM:					
TO:					
PHONE NUMBER:					
SUPERVISOR NAME AND TITLE:			FINAL YEARLY SALARY:		
WORK PERFORMED			REASON FOR LEAVING		
DATES		EMPLOYER NAME AND ADDRESS		YOUR TITLE	
FROM:					
TO:					
PHONE NUMBER:					
SUPERVISOR NAME AND TITLE:			FINAL YEARLY SALARY:		
WORK PERFORMED			REASON FOR LEAVING		

**PLEASE LIST ACTIVITIES THAT YOU ARE QUALIFIED TO SUPERVISE OR COACH**

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If you have not been previously employed in a teaching position, please complete the following:

**STUDENT OR PRACTICE TEACHING**

NAME	POSITION	ADDRESS	PHONE #

**Student Teaching References:**

Please attach photocopies of letters of reference and/or evaluations from college/university student teacher supervisor and cooperating teacher(s).

**REFERENCES**

References should include superintendents, principals or professors who have first-hand knowledge of your professional competence and your personal qualifications. Experienced teachers should include the superintendent and principal of the two most recent schools in which employed. If any person(s) listed should not be contacted for reference at the present time, please indicate in the left-hand margin the date contact may be made.

NAME	POSITION	ADDRESS	PHONE #

**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.

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# NON-DISCRIMINATION POLICY

Lenape Tech is an equal opportunity employer, and will not discriminate in employment, educational programs or activities, based on race, sex, handicap, or because a person is a disabled veteran or a veteran of the Vietnam era. Activities, services and facilities are accessible to handicap persons. This policy of non-discrimination extends to all other legally protected classifications. Publication of this policy is in accordance with state and federal laws including Title IX of the Education Amendments of 1972 and Sections 503 and 504 of the Rehabilitation Act of 1973. Inquiries should be directed to:

**Autumn Weleski**  
Special Programs Coordinator  
Affirmative Action Office  
503/504 Coordinator and Title IX Coordinator  
Lenape Technical School  
2215 Chaplin Avenue  
Ford City, PA 16226  
Telephone: (724) 763-7116

## GENERAL BACKGROUND INFORMATION

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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 own 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, or a district judge which results in a fine, sentence, or probation.

You may omit: **MINOR** traffic violations, offenses committed before your 18<sup>th</sup> birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court for which you successfully completed an Accelerated Rehabilitative Disposition program.

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- 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 10 years, have you been fired from any job for any reason? Yes  No
  
- Within the last 10 years, have you quit a job after being notified that you would be fired? Yes  No
  
- Are you subject to any visa or immigration status, which would prevent lawful employment? 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.

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**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 to this application. Please print and sign your name on the sheet and also include your social security number.

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**ACT 34 CLEARANCE (PA State Police Criminal Background Check)**

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Each applicant must submit with his/her employment application a copy of a Criminal History Record from the Pennsylvania State Police. Prospective employees must submit **ORIGINAL** report, which may not be more than one (1) year old.

**ACT 114 (Federal Criminal History Record)**

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Each applicant must submit with his/her employment application a copy of a Federal Criminal History Record from the Federal Bureau of Investigation (FBI). Prospective employees must submit **ORIGINAL** report, which may not be more than one (1) year old.

**ACT 151 (Pennsylvania Child Abuse History Clearance)**

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Each candidate must submit with his/her employment application a copy of an official clearance from the Pennsylvania Department of Public Prospective employees must submit **ORIGINAL** report, which may not be more than one (1) year old.

**ESSAY**

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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**

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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 respond fully and completely to all questions that officials of Lenape Technical School 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 may otherwise have against them with regard to statements made to Lenape Technical School. 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 Lenape Technical School or by entities or person providing such information to Lenape Technical School, including any and all claims concerning allegations of employment discrimination because of race, color, sex, religion, national origin, ancestry, age or disability.

**SIGNATURE OF CANDIDATE [IN INK]:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
[MUST BE ORIGINAL]

*Pennsylvania school districts shall not discriminate in their education 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 Lenape Technical School.*

## ESSAY

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We are interested in your ability to organize and express thoughts on a specific topic in a succinct manner. Please select one of the following topics and write an essay in the space provided on this page.

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1. THE MOST IMPORTANT QUALITIES OF AN OUTSTANDING EDUCATOR
  2. MY PHILOSOPHY OF STUDENT DISCIPLINE
  3. THE IMPORTANCE OF CONTINUING PROFESSIONAL DEVELOPMENT AND HOW I PLAN TO INCORPORATE IT THROUGHOUT MY CAREER
  4. ESSENTIAL ELEMENTS OF INSTRUCTION, ADMINISTRATION OR AREA OF CERTIFICATION
  5. HOW INFORMATION TECHNOLOGY (I.E., COMPUTER, INTERNET) CAN BE INTEGRATED INTO THE INSTRUCTIONAL PROCESS AND CURRICULUM
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**SIGNATURE:** \_\_\_\_\_ **NAME:** \_\_\_\_\_

**NOTE TO APPLICANTS:** THIS APPLICATION CAN BE DOWNLOADED FROM THE DEPARTMENT OF EDUCATION'S HOME PAGE WHICH IS ACCESSIBLE AT [HTTP://WWW.STATE.PA.US](http://www.state.pa.us)

*This application was developed in accordance with Section 1204.1 of Act 107 of 1996, by the Pennsylvania Department of Education in consultation with organizations representing school administrators, including personnel administrators, teachers and school boards. Questions should be referred to PDE School Services Office at Voice Telephone (717) 787-4860, Text Telephone TTY (717) 783-8445 or FAX (717) 783-6802. If you need accommodation in completing this application, including alternate format, please contact Lenape Technical School.*

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