



# NON-INSTRUCTIONAL EMPLOYMENT APPLICATION

**LenapeTech**

*Education at Work*

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: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

## EDUCATION

Dates: From - To	Name and Location	Courses Completed	Year of Graduation (Diploma-Degree-Certificate)
High School			
Post High School			

Date Available for Employment: \_\_\_\_\_

Are you currently employed: Yes  No  Present Position: \_\_\_\_\_

May we contact your present employer: Yes  No  Current Salary/Hourly Rate: \_\_\_\_\_

If you are **NOT** employed full-time, are you interested in being placed on our Substitute List? Yes  No

This is a controlled document. Printed copies of this form are considered uncontrolled.

**INDUSTRIAL OR OCCUPATIONAL EXPERIENCE (List most recent first)**

Dates: From - To	Type of Work	Employer/Location	Supervisor

**WORK REFERENCES**

Dates: From - To	Supervisor	Employer	Employer's Address

**REFERENCES (No relatives)**

Name	Address	Phone #

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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 answer 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
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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.

**ACT 34 COMPLIANCE (Background Check of Prospective Employees)**

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Each Pennsylvania resident must submit with his/her employment application the report of **CRIMINAL HISTORY RECORD INFORMATION** from the Pennsylvania State Police or a statement from the State Police that the Pennsylvania 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 (FBI). The criminal record history must be no more than one (1) year old. The applicant **MUST** submit the **ORIGINAL** report, which we will copy and return prior to employment.

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

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Each candidate must submit with his/her employment application 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, which we will copy and return prior to employment.

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

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Each applicant must submit with his/her employment application their Criminal History Record Information unique identification number from the Federal Bureau of Investigation (FBI). Lenape Tech will review the CHRI online to determine employment eligibility.

**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 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 to Lenape Technical School. I further authorize these officials to investigate my background, now or in the future, to verify the information provided 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 Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*NOTE\*\*** All of the above information will be kept in strict confidence on file at Lenape Technical School.

(Lenape Technical School is an Equal Opportunity Employer)