

# DCTS Application for Employment

Dauphin County Technical School  
6001 Locust Lane  
Harrisburg, PA 17109  
(717) 652-3170

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Date of Application \_\_\_\_\_

## POSITION DESIRED

(Please check position desired)

Attendance Clerk \_\_\_\_\_ Bookkeeper \_\_\_\_\_ Cafeteria \_\_\_\_\_

Civilian Safety Monitor \_\_\_\_\_ Copy Room Clerk \_\_\_\_\_ Custodian \_\_\_\_\_

Hall Monitor \_\_\_\_\_ Maintenance \_\_\_\_\_ Paraeducator \_\_\_\_\_

Receptionist \_\_\_\_\_ Secretary \_\_\_\_\_ Summer Maint. \_\_\_\_\_

Other \_\_\_\_\_

## EQUAL RIGHTS AND OPPORTUNITIES POLICY

The Dauphin County Technical School is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, or handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact our Title IX Coordinator or Section 504 Coordinator at 6001 Locust Lane, Harrisburg, PA 17109 (717) 652-3170. For information regarding services, activities, and facilities that are accessible to and usable by handicapped individuals and groups, please contact the Administrative Director.

**EDUCATION**

High School \_\_\_\_\_ Attended \_\_\_\_\_ Degree \_\_\_\_\_  
College \_\_\_\_\_ Attended \_\_\_\_\_ Degree \_\_\_\_\_  
Graduate School \_\_\_\_\_ Attended \_\_\_\_\_ Degree \_\_\_\_\_  
Other \_\_\_\_\_ Attended \_\_\_\_\_ Degree \_\_\_\_\_

**FORMER EMPLOYMENT**

Have you ever been employed by the Dauphin County Technical School before? \_\_\_\_\_

If yes, give date(s) and position(s) of employment held. \_\_\_\_\_  
\_\_\_\_\_

Employer \_\_\_\_\_ From – To \_\_\_\_\_

Address \_\_\_\_\_

Position(s) Held \_\_\_\_\_

Reference \_\_\_\_\_ Phone No. \_\_\_\_\_

Employer \_\_\_\_\_ From – To \_\_\_\_\_

Address \_\_\_\_\_

Position(s) Held \_\_\_\_\_

Reference \_\_\_\_\_ Phone No. \_\_\_\_\_

Employer \_\_\_\_\_ From – To \_\_\_\_\_

Address \_\_\_\_\_

Position(s) Held \_\_\_\_\_

Reference \_\_\_\_\_ Phone 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.**

**REFERENCES (NON-RELATED)**

Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Position \_\_\_\_\_

Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Position \_\_\_\_\_

Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Position \_\_\_\_\_

Do we have your permission to contact former employers and your personal references? \_\_\_\_\_

Do we have permission to contact your present employer? \_\_\_\_\_

**SUBSTITUTE/PART-TIME INFORMATION**

Would you be willing to serve on a substitute basis?                      Yes                      No

Would you be willing to accept part-time employment?                      Yes                      No

**CAFETERIA APPLICANTS**

(Please describe your experience in the following)

Cafeteria Worker:

Cafeteria Supervisor/Manager:

Cafeteria Education/Training:

**CUSTODIAN/MAINTENANCE/SUMMER MAINTENANCE APPLICANTS**

(Please describe your experience or skills in the following)

Electrical

Plumbing

Cleaning

Machinery/Equipment

Other Skills/Experience

**BOOKKEEPER/CLERK/RECEPTIONIST/SECRETARY**

(Please describe your experience with the following office equipment)

Computers

Data Entry

Duplicating Equipment

Switchboard/Receptionist

Other

**MONITOR/PARAEDUCATOR**

(Check areas in which you have experience or feel qualified)

Working with Children \_\_\_\_\_

Working with Special Needs Children \_\_\_\_\_

Library Work \_\_\_\_\_

Correcting Papers for Teachers \_\_\_\_\_

Lunch Duty \_\_\_\_\_

Any Vocational Training \_\_\_\_\_

Office Work (computers, duplicating equipment, etc.) \_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **ADDITIONAL INFORMATION**

Provide any additional information you may wish to submit that will support your application. Please indicate why you are interested in being employed by the Dauphin County Technical School.

I certify that the preceding information is true and complete. I further understand that, once submitted, this application becomes the property of the Dauphin County Technical School. Information submitted on or as part of this statement shall be accorded confidentiality as required by the applicable regulations of the Pennsylvania Department of Education.

---

Applicant's Signature

**Copies of Act 34 Security Clearance and Act 151 Child Abuse Clearance are required of each employee before employment can commence.**

### **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.