

SUN Area Technical Institute

815 East Market St.
New Berlin, PA 17855-0527
Telephone (570) 966-1031
Fax (570) 966-9492

PRE-EMPLOYMENT APPLICATION

1. Personal Information:

Date of Application _____

Name _____
LAST FIRST MIDDLE

Present Address _____
STREET CITY STATE ZIP

Telephone: _____

Permanent Address _____
STREET CITY STATE ZIP

Telephone: _____

Do you hold a valid teaching certificate for the position (Teacher Applicants Only) **YES NO**

Please furnish photo copies of Occupational Competency Examination and Teaching Certificate

Referred by _____

2. Employment Desired:

Position Desired _____ Full Time Part Time Substitute Adult

Are you presently employed? **YES NO** Date available to start _____

Have you previously submitted an application to the SUN Area Technical Institute? **YES NO**

3. Education:

CIRCLE HIGHEST EDUCATION COMPLETED	GRADE SCHOOL 1 2 3 4 5 6 7 8	HIGH SCHOOL 9 10 11 12	COLLEGE 1 2 3 4	GRAD. SCHOOL 1 2 3 4
NAME	LOCATION	COURSE/DEGREE	YR. GRAD.	CLASS STANDING
HIGH SCHOOL (MUST COMPLETE)				
COLLEGE				
GRADUATE SCHOOL APPRENTICE, BUSINESS OR VOCATIONAL SCHOOL				
OTHER TRAINING/SKILLS (Factory or Office Machines Operated, Special Courses)			HOBBIES	

4. Personal References:

(List three persons, not former employers or relatives, whom you have known at least one year)

NAME & OCCUPATION	ADDRESS	PHONE NUMBER

5. Former Employers: (List your last three employers, starting with your most recent)

IV.

NAME AND ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM	TO	DESCRIBE IN DETAIL THE WORK YOU DID	WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR

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VI

NAME AND ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM	TO	DESCRIBE IN DETAIL THE WORK YOU DID	WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR

6. Are you able to perform the essential functions (lifting, moving about, pushing or pulling) of this job, or without reasonable accommodation, for the position you are applying for?

YES NO

If "NO," describe this condition and the accommodations you would require.

What salary would you expect if employed? _____

When are you available for an interview? _____

Were you previously employed by us? YES NO If "YES," when? _____

Do you have any friends or relatives working for us? YES NO If "YES," list who:

7. Non-Teaching Positions:

Please list the competencies or skills which you have that are relative to the position you are applying for.

8. Comment on anything else you would like us to know about yourself. A resume may be attached if you so desire.

Background Checks Of Prospective Employees

Section 111 of the Pennsylvania School Code, amended effective April 1, 2007, requires prospective employees to submit, with their employment application a State Criminal History Report (Act 34) by completing Form SP-164, available at any PA State Police Barracks or from the PA State Police web site: www.psp.state.pa.us and the Federal Criminal History Report (Act 114) (Fingerprint-based background check) by registering via telephone at 1-888-439-2486 or via the web at: <http://www.pa.cogentid.com>. Criminal History Reports shall be no more than one (1) year old at the time of employment.

Section 111 prohibits the SUN Area Technical Institute from employing any person whose criminal history indicates that the applicant has been convicted within five (5) years immediately preceding the date of the report of one or more of the following offenses:

Criminal homicide; aggravated assault, kidnapping, unlawful restraint, rape, statutory rape, involuntary deviate sexual intercourse, indecent assault, indecent exposure, concealing the death of a child born out of wedlock, endangering the welfare of children, dealing in infant children, prostitution and related offenses, distribution of obscene and other sexual materials, corruption of minors, sexual abuse of children, an offense designated as a felony under the act of April 14, 1972, known as "The Controlled Substance, Drug, Device and Cosmetic Act." and an Out-of-State or Federal offense similar in nature to those crimes listed previously.

The Child Protective Services Law (CPSL) was amended in 1994 (Act 151) to require that all applicants for employment in public and nonpublic schools receive a clearance statement from the Department of Public Welfare to screen for child abuse before being employed. The Pennsylvania Child Abuse History Clearance Form CY-113 may be obtained via the web at: <http://www.dpw.state.pa.us/general/formspub/003671038.htm>.

All costs for the above documents are the responsibility of the applicant. Forms are not required upon submission of the application; however **the original reports must be presented to the Administrative Director prior to employment** at which time a copy will be made and retained by the school.

Signature of Applicant

I authorize the SUN Area Technical Institute to contact my former employers and references. I certify that the above statements are true to the best of my knowledge and understand that the making of any false statements may be sufficient cause for termination of contract. I release anyone who provides information and the SUN Area Career & Technology Center from any and all liability and responsibility by reason of their so doing.

I also acknowledge that commitments made on this application and/or during the interview process are valid and binding upon me if employed.

Signature of Applicant _____

**APPLICANT- Do not write on this page
FOR INTERVIEWER'S USE**

INTERVIEWER	DATE	COMMENTS

FOR TEST ADMINISTRATOR'S USE

TESTS ADMINISTERED	DATE	RAW SCORE	RATING	COMMENTS AND INTERPRETATION

REFERENCE CHECK

*Position Number	RESULTS OF REFERENCE CHECK	*Position Number	RESULTS OF REFERENCE CHECK
I		IV	
II		V	
III		VI	