

**Columbia-Montour Area Vocational-Technical School**  
**5050 Sweppenheiser Drive**  
**Bloomsburg, PA 17815-8920**  
**www.cmv.t.us**

**EMPLOYMENT APPLICATION**  
**NON-INSTRUCTIONAL POSITION**

When sending in your application, please also include:

- o Resume, Cover Letter
- o Certificates/License
- o Act 34, Act 151, Act 114 Clearances, Act 168 Sexual Misconduct/Abuse Disclosure Release and PDE 6004 form
- o Current Tuberculosis test results
- o Mandated Reporter Training Certificate of Completion

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

\_\_\_\_\_ Work Phone: \_\_\_\_\_

\_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Position for which applicant is applying:** \_\_\_\_\_

Minimum acceptable salary: \_\_\_\_\_ Will you accept the prevailing wage for this position? \_\_\_\_\_

Do you have a valid driver's license (if required for this position)? \_\_\_\_\_

**Educational Data**

<u>School(s) Attended</u>	<u>Major Course of Study</u>	<u>Degree/Certification</u>
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Are you willing to take a physical exam? \_\_\_\_\_

Do you have any illnesses or have you had any operations that may hinder your ability to perform this job? If so, please describe: \_\_\_\_\_

Have you ever been convicted of a misdemeanor or felony? \_\_\_\_\_

Do you have a legal right to live and work in the United States? \_\_\_\_\_

Have you earned a *School Counts!* Certificate? If so, for what year(s)? *Please circle.*

9<sup>th</sup>                  10<sup>th</sup>                  11<sup>th</sup>                  12<sup>th</sup>                  Master Certificate

*If you graduated prior to 2005, please mark "N/A."*

**Previous Employment History: Beginning With Most Current**

<u>Employer Name, Address, &amp; Phone</u>	<u>Dates Employed</u>	<u>Job Title &amp; Duties</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
Supervisor: _____		_____

<u>Employer Name, Address, &amp; Phone</u>	<u>Dates Employed</u>	<u>Job Title &amp; Duties</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
Supervisor: _____		_____

<u>Employer Name, Address, &amp; Phone</u>	<u>Dates Employed</u>	<u>Job Title &amp; Duties</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
Supervisor: _____		_____

May we contact the above employers? \_\_\_\_\_

Professional References: (Please do not list family members.)

1. Name/Title \_\_\_\_\_ Phone \_\_\_\_\_  
Relation to Applicant \_\_\_\_\_

2. Name/Title \_\_\_\_\_ Phone \_\_\_\_\_  
Relation to Applicant \_\_\_\_\_

3. Name/Title \_\_\_\_\_ Phone \_\_\_\_\_  
Relation to Applicant \_\_\_\_\_

List any other relevant information we should know when considering you for this position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The information supplied is to the best of my knowledge true and accurate and I agree that any false or omitted information may disqualify me from employment at a later date.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

*Pennsylvania school districts shall not discriminate in their educational 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 Educational 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, and Section 504 may be obtained by contacting the CMAVTS, 5050 Sveppenheiser Dr., Bloomsburg, PA 17815-8920, Phone 570-784-8040.*