

# GREATER ALTOONA CAREER & TECHNOLOGY CENTER

1500 Fourth Avenue • Altoona, Pennsylvania 16602-3695

(814) 946-8450 • Fax: (814) 946-8351 • [www.gactc.edu](http://www.gactc.edu)



*It is the policy of the Greater Altoona Career and Technology Center to ensure an equal opportunity in employment and programs, services, and activities without any consideration of an individual's race, color, national origin, sex, gender identity or expression, age, religion, disability, veteran status, genetic information, and/or any other characteristic protected by federal, state or local law. For information regarding civil rights, grievance procedures or access, contact Title IX Section 504 Coordinator, Nicole Zernick, at 1500 Fourth Avenue, Altoona, PA 16602-3695, email [civilrights@gactc.edu](mailto:civilrights@gactc.edu), or telephone (814) 946-8457.*

## APPLICATION FOR EMPLOYMENT

(Please type or print legibly and complete fully.)

P E R S O N A L	Last Name		First	Middle	Date of Application	
	Home Address					
					Home Phone Number	
	Former Name(s)		Email Address		Daytime Phone Number	
	Position Applying For: (You must submit a separate application for each position.)			Full-Time?	Part-Time?	
	When would you be available to begin work?			How did you learn about this position?		
	Have you ever been employed by us? If yes, when and what position?					
Are you eligible for employment in the U.S. ? _____ Yes (An I-9 form will be required upon hire.)						

I hereby certify that the information in this Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

I hereby authorize the employers, school, or persons named as references to give any information regarding my previous employment, character, general reputation, and personal characteristics, whether or not it appears in the records.

If accepted for employment, I hereby agree to abide by the rules and regulations of the school. All information submitted with the application becomes the property of the Greater Altoona Career & Technology Center for the purposes of review and will be kept confidential.

I understand that all required documentation will be submitted upon application and that any other documentation required by the school following employment will be submitted in a timely manner to complete my personnel records.

SIGNATURE OF APPLICANT: \_\_\_\_\_ Date: \_\_\_\_\_

E D U C A T I O N	NAME & LOCATION OF SCHOOL	Major	# of Years/ Credits Completed	Did you Graduate?	Degree/Diploma/ Certificate
	Postgraduate*				
	College*				
	Other (Tech School, Trade School, etc.)				
	High School				
	*INCLUDE COPIES OF TRANSCRIPTS OF COLLEGE LEVEL AND POSTGRADUATE CREDITS.				

R E F E R E N C E S	LIST FOUR REFERENCES: 2 PERSONAL REFERENCES NOT RELATED TO YOU, AND 2 WORK REFERENCES OTHER THAN YOUR IMMEDIATE SUPERVISOR LISTED UNDER THE EMPLOYMENT SECTION.			
	Name & Address	Work or Personal	Phone Numbers	FOR OFFICE USE ONLY
			Work:  Home:	
			Work:  Home:	
			Work:  Home:	
			Work:  Home:	

List most recent or current employer first. Include all full-time and part-time work. Attach separate sheet if necessary.

Applicant may choose to include a resume. Information below must be completed if not included in the resume.

When attaching a resume, applicant must include on the resume a signed statement such as: **“I hereby certify that the information in this resume is true, correct, and complete. If employed, any misstatement or omission of fact on this resume may result in my dismissal.”** (Sign and date your statement on resume.)

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Employer (Company) Name:	Phone #:
Employer Address:	Term of employment From: To:
Name of Supervisor:	Annual or Hourly Salary:
Job Title & Duties:	Reason for Leaving:
May we contact this employer? ____ Yes ____ No	
Employer (Company) Name:	Phone #:
Employer Address:	Term of employment From: To:
Name of Supervisor:	Annual or Hourly Salary:
Job Title & Duties:	Reason for Leaving:
May we contact this employer? ____ Yes ____ No	
Employer (Company) Name:	Phone #:
Employer Address:	Term of employment From: To:
Name of Supervisor:	Annual or Hourly Salary:
Job Title & Duties:	Reason for Leaving:
May we contact this employer? ____ Yes ____ No	
Employer (Company) Name:	Phone #:
Employer Address:	Term of employment From: To:
Name of Supervisor:	Annual or Hourly Salary:
Job Title & Duties:	Reason for Leaving:
May we contact this employer? ____ Yes ____ No	

**TEACHER/PROFESSIONAL APPLICANTS/TEACHER SUBSTITUTES MUST COMPLETE THE PROFESSIONAL APPLICATION SUPPLEMENT AND INCLUDE IT AS PART OF THIS APPLICATION.**

**TO BE COMPLETED BY TEACHER SUBSTITUTE APPLICANTS:**

What days will you be available to substitute? \_\_\_\_\_

When would you NOT be available to substitute? \_\_\_\_\_

In what course areas do you feel you could sub? \_\_\_\_\_

Are you teacher certified in any of these areas? If so, which ones? \_\_\_\_\_

**COSMETOLOGY SUBSTITUTE APPLICANTS ONLY:**

Do you have your Teacher's License? \_\_\_\_ Yes \_\_\_\_ No (You may be asked to provide a copy upon hire.)

**TO BE COMPLETED BY ALL APPLICANTS:**

What rate of pay do you expect to receive? \$ \_\_\_\_\_ hourly or \$ \_\_\_\_\_ annually

Summarize any other special skill/licenses/qualifications acquired through training or employment that would relate to the position for which you are applying:

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**CLERICAL/COMPUTER APPLICANTS ONLY:**

Type(s) of Computer/PC used: (i.e., IBM, Macintosh, etc.) \_\_\_\_\_

List software you have used: \_\_\_\_\_

Bookkeeping/Accounting skills? \_\_\_\_\_

Recent courses/seminars/workshops related to skills that you have completed/attended: \_\_\_\_\_

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**MAINTENANCE APPLICANTS ONLY:**

Are you willing to work evenings? \_\_\_\_ Yes \_\_\_\_ No      Types of mechanical skills: \_\_\_\_\_

Are you willing to work overtime? \_\_\_\_ Yes \_\_\_\_ No      \_\_\_\_\_

Are you willing to work weekends? \_\_\_\_ Yes \_\_\_\_ No      \_\_\_\_\_

Recent courses/seminars/workshops related to skills that you have completed/attended: \_\_\_\_\_

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*Thank you for completing this application form. Incomplete applications may not be considered.  
You may not necessarily receive a response unless there is a vacant position for which you are applying.  
Complete applications are kept on file for one year from submission date.*