



Butler County Area Vocational-Technical School
210 Campus Lane • Butler, Pennsylvania 16001 • Phone (724) 282-0735

GENERAL EMPLOYMENT APPLICATION

APPLICANT INFORMATION

Position Applying for _____ Date _____

Last Name _____ First Name _____ M.I. _____

Street Address _____ Apartment/Unit _____

City _____ State _____ ZIP _____

Home Phone _____ Cell _____ E-mail Address _____

Date Available _____ Desired Salary \$ _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____

Have you ever been convicted of a felony? YES ☐ NO ☐ If yes, explain _____

Do you have a valid driver's license? YES ☐ NO ☐

EDUCATION

High School _____ Address _____

From _____ To _____ Did you Graduate? YES ☐ NO ☐

Degree _____

College _____ Address _____

From _____ To _____ Did you Graduate? YES ☐ NO ☐

Degree _____

Other _____ Address _____

From _____ To _____ Did you graduate? YES ☐ NO ☐

Degree _____

REFERENCES **please list three professional references.*

Full Name _____ Relationship _____

Company _____ Phone _____

Address _____

Full Name _____ Relationship _____

Company _____ Phone _____



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Address _____

Full Name _____ Relationship _____

Company _____ Phone _____

Address _____

PREVIOUS EMPLOYMENT

Company _____ Supervisor _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Phone _____ Address _____

Position Title _____ Starting Salary \$ _____ Ending Salary \$ _____

Responsibilities _____

From _____ To _____ Reason for leaving _____

Company _____ Supervisor _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Phone _____ Address _____

Position Title _____ Starting Salary \$ _____ Ending Salary \$ _____

Responsibilities _____

From _____ To _____ Reason for leaving _____

Company _____ Supervisor _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Phone _____ Address _____

Position Title _____ Starting Salary \$ _____ Ending Salary \$ _____

Responsibilities _____

From _____ To _____ Reason for leaving _____

OTHER QUALIFICATIONS

**Summarize special job related skills and qualifications acquired from employment or other experiences.*

LIST PROFESSIONAL, TRADE, BUSINESS OR CIVIC ACTIVITIES



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MILITARY SERVICE

Branch _____ From _____ To _____

Rank at Discharge _____ Type of Discharge _____

If other than honorable, explain _____

NON-DISCRIMINATION

The Butler County Area Vocational-Technical School is an equal opportunity educational institution and will not discriminate on the basis of race, color, age creed, religion, sex sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability in its activities or programs as required by Title VI, Title IX and Section 504. For information regarding civil rights or grievance procedures, contact the Title IX Coordinator/Principal/Assistant Director at ryanj@butlertec.us, or Title IX Coordinator/Compliance office and Section 504 Coordinator at mortonc@butlertec.us, 210 Campus Lane, Butler, PA 16001, (724) 282-0735. For information regarding services, activities and facilities that are accessible to and usable by handicapped persons, contact the Section 504 Coordinator/Support Services Coordinator.

DISCLAIMER AND SIGNATURE

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer. Upon receipt, this application will remain on file.

Please submit this completed document with signature to:

Executive Director, Butler County AVTS, 210 Campus Lane, Butler, PA 16001.

Applicant Signature _____ Date _____