
Reading Area Community College Application for Employment



Your Contact Information

First Name

Last Name

MI

Social Security Number

Street Address

City

State

Zip Code

E-mail Address

Phone

Preferred Method of Contact

E-mail

Phone

Are you currently a RACC student?

Yes

No

Which position are you applying for?

EQUAL OPPORTUNITY EMPLOYER

Reading Area Community College, an equal opportunity college, does not discriminate against persons in employment, educational programs or activities, vocational programs or awarding of contracts based on race, gender, religion, national origin, age, color, sexual orientation, veteran status or disability. This Board of Trustees policy #840 on nondiscrimination extends to all other legally protected classifications and is published in accordance with state and federal laws including Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Affirmative Action inquiries should be directed to the Affirmative Action Officer, RACC, PO Box 1706, Reading PA 19603 (610-372-4721).

General Information

If you are under 18 years of age can you furnish a work permit? (Skip this question if you are over 18 years of age)

Yes

No

Have you applied for the following mandatory background checks?

PA State Police Criminal Record Check

PA Child Abuse History Clearance

FBI Criminal Background Check

If any of these background checks yield any of the findings listed below, State regulations provides grounds for denying employment based on any of the following:

- 1. A reportable offense enumerated under Pennsylvania's Child Protective Services Law, 23 Pa.C.S. 6344(c), which includes: criminal homicide, aggravated assault, stalking, kidnapping, unlawful restraint, rape, statutory sexual assault, involuntary deviate sexual intercourse, sexual assault, aggravated indecent assault, indecent assault, indecent exposure, incest, concealing the death of a child, endangering the welfare of children, dealing in infant children, prostitution and related offenses, obscene and other sexual materials and performances, corruption of minors and sexual abuse of children.*
- 2. An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The controlled Substance, Drug, Device and Cosmetic Act," committed within the preceding five-year period.*
- 3. A founded report of child abuse within the preceding five-year period in the statewide database maintained by the Department of Human Services.*

Have you served in the U.S. military?

Yes

No

Branch

Dates of Service

Can you, upon employment, submit verification of your legal right to work in the U.S.?

Yes

No

How did you learn of this position? [newspaper (name), employee (name), other (explain)]

Have you filed an application here before?

Yes

No

If you have any relatives working for RACC or any of its grant-funded programs, please provide their names and relationship to you

Education and Employment History

A professional resume usually includes education and employment history. If you will be attaching a resume which includes those items, you may skip to the section regarding Professional References.

Education

Select the highest level of education you have completed

Some high school

High school equivalent or GED

Associates Degree

Bachelors Degree

Masters Degree

Doctorate

Professional Degree

If you attended college, please indicate the name of the institution, degrees obtained, dates of completion, major (if applicable), and GPA (optional)

If you attended a trade school, or have other specialized training, please indicate the name of the institution, certificates obtained, dates of completion, and any other pertinent information regarding your training

Employment Record

Date Started

Date Ended

Base Salary

Company Name

City/State

Phone Number

Job Title

Supervisor"s Name

Reason for Leaving

Date Started

Date Ended

Base Salary

Company Name

City/State

Phone Number

Job Title

Supervisor"s Name

Reason for Leaving

Date Started

Date Ended

Base Salary

Company Name

City/State

Phone Number

Job Title

Supervisor"s Name

Reason for Leaving

Professional References (do not include personal references.)

If you are sending references separately, you may skip to the next section.

First Name

Last Name

Company

Position

E-mail Address

Phone

First Name

Last Name

Company

Position

E-mail Address

Phone

First Name

Last Name

Company

Position

E-mail Address

Phone

Availability

When can you start?

What is your general availability? (check all that apply)

Weekdays

Weekends

Evenings

If you are available evenings, please specify day of the week (check all that apply)

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Please indicate any other restrictions on your availability (For example: not available between 4-6pm during the week, and not available any time on Wednesday)

Will you travel off-campus if your job duties require it?

Yes

No

Will you work overtime if your job duties require it?

Yes

No

Will you undergo a pre-employment physical if required?

Yes

No

Current Retirement Plans and Pensions

Are you currently an active participant in PSERS or SERS?

Yes, I am an active participant in PSERS

Yes, I am an active participant in SERS

No, I am not an active participant in PSERS or SERS

Are you currently receiving pension payments from PSERS or SERS?

Yes, I am receiving pension payments from PSERS

Yes, I am receiving pension payments from SERS

No, I am not receiving pension payments from PSERS or SERS

Additional Information List any other information you would like us to consider. This may include foreign languages you read/write/speak, organizations you belong to or special accomplishments, awards, or skills.

Submission and Certification *(please read carefully; you are certifying the information in this application when you submit this application to Reading Area Community College)*

I certify that the information contained in this application is correct, to the best of my knowledge, and understand that falsification of this information or material omission is grounds for termination of my employment at any time. My prior employers, educational institutions and other references listed on this application are authorized to give the College any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise. I release all persons or entities from all liability for any damage that may result from furnishing information to the College.

I also release the College and all of its employees from all liability for any damage that may result from the College's reliance on the information furnished. I understand and agree to a review of my driving record, if required for my position, and I am aware that failure to pass a department of motor vehicles check, if required for the job, may be grounds for rejection as a candidate or withdrawal of an offer of employment.

I understand and agree that I must produce applicable documents showing that I am a United States citizen or an alien lawfully authorized to work in the United States, within the time frame specified by the College, to meet the Immigration Reform and Control Act of 1986 requirements. If I fail to comply with any of the requirements set forth above, I understand that an offer of employment will be rescinded or my employment will be terminated.

In consideration of my employment at Reading Area Community College, I agree to conform to the College's policies, rules and regulations. I understand and agree that my employment is at-will, and therefore, my employment and compensation can terminate, with or without cause, and with or without notice, at any time, at my option or at the College's option. I further understand and agree that this at-will employment relationship as defined above will remain in effect throughout my employment with the College, or any of its parent or affiliated companies. I further understand and agree that I will be required (if applicable) to execute appropriate agreements relative to conflicts of interest and other areas where damage to the college's interest may occur.

I understand that no agreement which is contrary to any of the matters stated above will be effective unless it is contained in a specific expressly written contract which is signed by the College President or his/her designee.