



(FOR OFFICE USE ONLY)

DATE RCVD. _____

Application Fee _____

POSTSECONDARY PROGRAMS APPLICATION

NOTE: a \$50.00 APPLICATION FEE MUST ACCOMPANY COMPLETED APPLICATION

Name _____ Social Security # _____
Last First Middle (Maiden or Alias names)

Address _____
Street City State Zip Code

Home Phone _____ Work Phone _____ Cell Phone _____

School District of Residence _____

Demographic Information is used for statistical purposes only and are not used to determine admission.

Birth Date ____/____/____ Gender: ____ Male ____ Female

Ethnicity: ____ Black (Non-Hispanic) ____ Hispanic ____ American Indian/Alaskan Native ____ Asian or Pacific Islander ____ White (Non Hispanic)

Are you a citizen of USA? ____ Yes ____ No

If NO: You must submit a copy of your I-94 or green card prior to enrollment.

What is the country of your citizenship? _____ Visa or Resident Status: _____

Is English your native (first) Language? ____ Yes ____ No

PROGRAM INFORMATION

For which career & technical education program are you applying? _____

EDUCATIONAL INFORMATION

High School Name/Location _____

Area of Specialization _____ Grade Completed _____ Approximate Date _____

Do you have a High School Diploma? ____ Yes ____ No GED Certificate? ____ Yes ____ No Date Received _____

PLEASE FORWARD THE ATTACHED REQUEST FOR TRANSCRIPT FORM TO YOUR HIGH SCHOOL or A COPY OF YOUR GED RESULTS TO US

COLLEGE/TRADE/BUSINESS SCHOOL(S)

Name/Location _____

Area of Study _____ Diploma/ Degree or Years completed _____ Date Received _____

CURRENT EMPLOYMENT INFORMATION

Present Employer _____ Phone _____

Address _____

Supervisors Name _____ Employment Dates: From _____ to _____

Job Title _____ Responsibilities _____

PREVIOUS EMPLOYMENT (please list most recent first)

1	Company Name:	Telephone:
	Address:	Dates Employed:
	Job Title:	Weekly Pay Start: Last:
	Describe Your Work:	Reason for Leaving:
2	Company Name:	Telephone:
	Address:	Dates Employed:
	Job Title:	Weekly Pay Start: Last:
	Describe Your Work:	Reason for Leaving:
3	Company Name:	Telephone:
	Address:	Dates Employed:
	Job Title:	Weekly Pay Start: Last:
	Describe Your Work:	Reason for Leaving:

Summarize special job-related skills and qualifications acquired from employment or other experience.

MILITARY INFORMATION

Branch of Service _____ Rank _____

Area of Specialization _____ Dates of Service _____

If the course you are interested in is veteran approved, would you be eligible for education benefits? _____ Yes _____ No

GENERAL INFORMATION

Have you ever been convicted of, or plead guilty/no contest, to a misdemeanor or felony? _____ Yes _____ No

The following information is requested by the PA Department of Education and is optional:

Reason for Taking Course
 Learn new trade/occupation
 Upgrade self in present occupation
 Refresh skill for employment
 Complete Apprenticeship Program

Employment Status
 Employment full time
 Employment part time
 Unemployed
 Retired

Special Populations
 Economically disadvantaged

Special Populations
 Single Parent

Educationally Disadvantaged
 Limited English
 Disabled

Displaced Homemaker
 Non-traditional training

How did you hear about the Reading Muhlenberg Career & Technology Center?

Radio T.V. Newspaper Magazine Brochure Student Website Other
 Social Service Agency (please specify) _____

NOTE: A \$50.00 APPLICATION FEE MUST ACCOMPANY COMPLETED APPLICATION.

I certify that the information I have provided is true and correct. I hereby understand that any misrepresentation of information I have provided in this application may result in denial of admission or enrollment into the program or dismissal from the program. I also understand that if I am dismissed from the program for providing false information, I am responsible for any balance owed to the school at the time of dismissal.

Applicant's Signature

Date

ADMINISTRATIVE USE ONLY:

Date Application Received/By:	Interview Date/By:
Planned Attendance Schedule: AM PM All Day M T W Th F All Week	Career Objective:
Date Instructor Contacted:	
Scheduled Start Date:	Source of Tuition/Case Manager:
Comments:	

Statement of Nondiscrimination

It is the policy of the Reading Muhlenberg Career & Technology Center not to discriminate on the basis of gender, handicap, race, color or national origin in its career and technical education programs, activities or employment as required by Title IX, Section 504 and Title VI. Reading Muhlenberg Career & Technology Center will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all career and technical education programs.

For information regarding services, activities and facilities that are accessible to and useable by handicapped persons, contact Roy D. Spinka, Assistant Director, Telephone (610) 921-7303 (address below). Inquiries regarding your rights and grievance procedures should be directed to: Roy D. Spinka, Assistant Director, Reading Muhlenberg Career & Technology Center, 2615 Warren Road, Reading, PA 19604, telephone (610) 921-7303.

Management plans concerning asbestos, integrated pest management, and right to know are maintained in the office of the Supervisor of Buildings and Grounds. Inquiries regarding these plans should be directed to: William Lownes, Supervisor of Buildings and Grounds, Reading Muhlenberg Career & Technology Center, 2615 Warren Road, Reading, PA 19604, telephone (610) 921-7361.