

North Montco Technical Career Center
 1265 Sumneytown Pike
 Lansdale, PA 19446
 Phone (215) 368-1177
 Fax (215) 855-7929
 Mrs. Suzanne Kachelries – ext. 130 – Email skachelr@nmtcc.org

EMPLOYMENT REQUEST

Please fill out this attachment, save file to your desktop, and email the completed form to either person listed above.

DATE				JOB WRITER'S NAME			
COMPANY NAME				TYPE OF BUSINESS			
STREET # CITY, STATE, ZIP							
# F-T EMPLOYEES				HOW LONG IN BUSINESS?			
EMAIL							
OFFICE PHONE #			FAX #			CELL #	
BEST TIME TO CALL							
CONTACT PERSON				CONTACT PERSON TITLE			
OTHER CONTACT				OTHER CONTACT TITLE			
JOB TITLE				# OF OPENINGS			
JOB DESCRIPTION							
REQUIRED EMPLOYEE TOOLS							
MACHINES USED							
SOFTWARE USED							
DAILY HOURS							
ALTHOUGH CHILD LABOR LAWS PERMIT WORKING UNDER 18, DOES CANDIDATE HAVE TO BE 18 YEARS OLD?							___ YES ___ NO
WORKERS COMP INS?	___ YES ___ NO						
WAGES/ SALARY (Most Start at \$8- \$10/hour)							
BENEFITS?	___ YES ___ NO			TAXES TAKEN OUT?	___ YES ___ NO		
*Co-Op _____ (P.M. Only 5 Days)	PYAP _____ (P-T Full Days)	After School _____	Adult/Grad. _____	Summer _____	Weekends _____		
*CLUSTERS							
*LABS							
CAN WE HAVE A TOUR?		___ YES ___ NO					
ANY NMTCC GRADS CURRENTLY EMPLOYED?							___ YES ___ NO
NAMES:							
ARE YOU WILLING TO SERVE ON AN OCCUPATIONAL ADVISORY COMMITTEE?							___ YES ___ NO
ARE YOU WILLING TO SERVE AS A JUDGE FOR THE PRACTICAL PART OF THE NATIONAL OCCUPATIONAL COMPETENCY TEST IN YOUR FIELD OF EXPERTISE?							___ YES ___ NO

***SCHOOL WILL COMPLETE THESE QUESTIONS**

This request will be sent to the appropriate instructor and also posted on our job opening bulletin board.

The North Montco Technical Career Center does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to youth groups. Inquiries may be directed to the Administrative Director - the Title IX Coordinator/Section 504/ADA Title II Coordinator at 1265 Sumneytown Pike, Lansdale, PA 19446 or 215-368-1177.