

2740 York Road, Jamison, Pennsylvania 18929 (215) 343-2480 Fax (215) 343-8626 www.mbit.org

Dear Potential Guest Teacher:

We are pleased you have expressed an interest in being a member of our Guest Teacher workforce. We are confident that you will be able to make a significant contribution to our instructional programs in carrying on the work of those instructors who are unable to attend class.

To begin the process of enrolling as a guest teacher, please complete and return the enclosed Survey and Application for Employment, along with a copy of your most recent resume. In addition, please be prepared to provide and/or obtain the following:

- Proof of a criminal record check, child abuse clearance and the federal criminal record clearance (information & request forms included)
- Act 168 Form (information & form included)
- Tuberculosis (TB) test results
- Proof of identity

These forms can also be found on our website, <u>www.mbit.org</u>, under Administration/Human Resources. When you arrive for your first teaching opportunity, you will be given a brief orientation. At that time, you will receive the necessary classroom information along with payroll forms that must be filled out and returned by the end of the day.

Teacher certification is not required at our school if you have occupational/technical expertise in any of our programs (see 2nd page of the Guest Teacher Survey form for a listing of all school programs).

We hope you will join our instructional team at Middle Bucks Institute of Technology by completing and returning the enclosed forms.

Sincerely,

Harren M. Dohertey

Lauren M. Doherty Supervisor of Career and Technical Education

"Preparing tomorrow's workforce today"

The Middle Bucks Institute of Technology does not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, [sex] gender, sexual orientation, disability, age, religion, ancestry, union membership, gender identity or expression, AIDS or HIV status, or any other legally protected category. Announcement of this policy is in accordance with State Law including the Pennsylvania Human Relations Act and with Federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990. Inquiries may be directed to Middle Bucks Institute of Technology, Title IX coordinator or Section 504 Coordinator at 2740 York Road, Jamison, PA 18929 or 215-343-2480.