



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, [www.mbit.org](http://www.mbit.org), 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 2<sup>nd</sup> 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,

A handwritten signature in black ink that reads 'Lauren M. Doherty'.

Lauren M. Doherty  
Supervisor of Career and Technical Education

*“Preparing tomorrow’s workforce today”*