

Application for Employment

Date: _____

Position: _____

PERSONAL DATA

Name _____
Last First Middle

Home Address _____
Number Street City

State Zip Code Twp. or Borough

Phone Number () _____
Home Cell

() _____
Other Email

We are an Equal Opportunity Employer. Our personnel policy is aimed at assuring equal treatment to all individuals with regard to employment, rates of pay and all other terms and conditions of employment regardless of race, religion, color, nationality, origin, sex, age, veteran's status or non-job related physical or mental disability.

This application is made available to you for your convenience. If you e-mail the application we cannot guarantee confidentiality. If you have a concern about confidentiality please mail your application to us.

EDUCATION

School & Location	Course of Study	# of Years	Did you Graduate
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High School _____

College _____

Trade, Business School _____

U.S. MILITARY SERVICE

Please describe any additional skills you acquired while serving in any branch of the U.S. Armed Forces, which would be relevant for the position for which you are applying:

Type of Discharge:

EMPLOYMENT EXPERIENCE

Application for Employment

List below your last three employers, starting with your current (or last) employer

Company Name & Location Dates of Employment Job Title & Wage Reason for Leaving (be specific)

Phone: () _____ Contact Person: _____

Company Name & Location Dates of Employment Job Title & Wage Reason for Leaving (be specific)

Phone: () _____ Contact Person: _____

Company Name & Location Dates of Employment Job Title & Wage Reason for Leaving (be specific)

Phone: () _____ Contact Person: _____

Are you employed now? _____ If so, may we inquire of your present employer? _____

Do you have a current legal Pennsylvania Driver's License? _____ CDL? _____

SECURITY DATA

Have you ever been arrested and/or charged with any crime? _____

Describe the circumstances and disposition including date, nature and place of the offense.

Conviction will not necessarily disqualify an applicant from employment.

Are you a U.S. citizen or national, an alien lawfully admitted to permanent residence or an alien authorized to work in the United States? _____

If you are selected for hire you will be expected to furnish proof of your status upon receipt of the appointment letter.

Application for Employment

REFERENCES

1.	_____	_____
	Name	Phone # and email address
	_____	_____
	Address	Occupation
2.	_____	_____
	Name	Phone # and email address
	_____	_____
	Address	Occupation
3.	_____	_____
	Name	Phone # and email address
	_____	_____
	Address	Occupation

APPLICANTS STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation (including a criminal background check) of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed six (6) months.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Forwarded to: _____
