

COUNTY *of* UNION

P E N N S Y L V A N I A

Union County Government Center ♦ Human Resource Office
155 N 15th Street, Lewisburg, PA 17837-8822
Tel: 570-524-8631 ♦ Fax: 570-524-8635 ♦ UnionCountyPA.org

APPLICATION FOR EMPLOYMENT

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, sexual orientation, political affiliation, or disability.

Date of Application _____

Position Desired _____

Referral Source: _____ Advertisement (Please Specify) _____ Relative _____
_____ Employment Agency _____ Friend _____
_____ County website _____ Other (Please Specify) _____

Personal Information:

Name _____

Address _____
Last First Middle

Phone No. _____
Number Street City State Zip Code

Cell Phone _____ Email _____

Have you filed an application here within the past two years? _____ Yes _____ No

Have you ever been employed here before? _____ Yes _____ No Date _____

Are you legally eligible to work in the United States? _____ Yes _____ No

Have you ever been convicted of a felony? _____ Yes _____ No

(Conviction will not necessarily disqualify an applicant from employment)

If yes, explain:

Availability:

Are you available to work? _____ Full-Time _____ Part-Time

Date available to start? _____

If required by the position would you be able to work:

Evening hours (2nd or 3rd shift)? _____ Yes _____ No

Weekends? _____ Yes _____ No

Are you available to work overtime if asked? _____ Yes _____ No

Are you on lay-off and subject to recall? _____ Yes _____ No

Can you travel if a job requires it? _____ Yes _____ No

Some positions within the County of Union require a valid drivers license. Can you meet this requirement if necessary? _____ Yes _____ No

Skills and Qualifications:

Describe any skills appropriate for the work you are seeking such as computer/typing skills, fluency in languages, machine operation, etc. Also include any licenses, certifications, or registrations you currently hold.

List professional, trade or business organizations to which you belong and offices held. Exclude groups which indicate race, color, religion, sex, national origin, age, marital or veteran status, sexual orientation, political affiliation, or disability.

Education:

	High School	Business Trade/Tech School or Other	College/University	Graduate/Professional
School Name				
Years Completed:	9 10 11 12	1 2 3 4	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study:				
Describe specialized training, apprenticeship skills, internships and extra-curricular activities				
Honors, awards, and scholarships received				

Employment Experience:

List each job held. Start with your present or most current job. If you need additional space, please continue on a separate sheet of paper.

Employer #1		DATES		Work Performed
		From	To	
Address				
Job Title		<u>HRLY. RATE/SALARY</u>		
Supervisor		Start	Final	
Reason for Leaving				
Employer #2		DATES		Work Performed
		From	To	
Address				
Job Title		<u>HRLY. RATE/SALARY</u>		
Supervisor		Start	Final	
Reason for Leaving				
Employer #3		DATES		Work Performed
		From	To	
Address				
Job Title		<u>HRLY. RATE/SALARY</u>		
Supervisor		Start	Final	
Reason for Leaving				
Employer #4		DATES		Work Performed
		From	To	
Address				
Job Title		<u>HRLY. RATE/SALARY</u>		
Supervisor		Start	Final	
Reason for Leaving				

Give name, address, and telephone number of three professional references not related to you.

1. _____
2. _____
3. _____

Agreement:

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the County of Union reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. _____ (initial)

I hereby authorize the County of Union to thoroughly investigate my references, work records, education, criminal history, and other matters related to my suitability for employment and, further, authorize my current and former employers to disclose to the company any and all letters, reports and other information pertaining to my employment with them, without giving me prior notice of such disclosure. In addition, I hereby release the County of Union my current and former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure. _____ (initial)

I understand that if offered employment, the offer is contingent on my passing a pre-employment alcohol and drug screen and a pre-employment physical. By signing this application, I voluntarily agree to submit any pre-employment alcohol/drug screen and pre-employment physical upon receipt of a verbal offer of employment. I understand that failure to pass the alcohol/drug screen and/or physical will result in withdraw of the employment offer. _____ (initial)

I certify that the answers given herein are true and complete to the best of my knowledge.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand, that if hired, I will be required to abide by all rules and regulations of the County.

Signature of Applicant _____ **Date** _____