

# Application for Employment

## Personal Information

Please print or type all answers.

Date Received: \_\_\_\_\_

Name _____			
_____	_____	_____	_____
Present Address _____			
City _____		State _____	Zip _____
Telephone (____) _____	Social Security Number _____		
Position Desired _____			

1. Were you previously employed by the North Huntingdon Township Municipal Authority? YES \_\_\_\_ NO \_\_\_\_
2. Have you ever been employed anywhere under any other name? YES \_\_\_\_ NO \_\_\_\_  
If yes, please list name(s) \_\_\_\_\_
3. When would you be available for work \_\_\_\_\_
4. What type of work are you applying for? PART-TIME \_\_\_\_ FULL-TIME \_\_\_\_
5. Do you have a valid Pennsylvania Operator's License? YES \_\_\_\_ NO \_\_\_\_
6. Do you have any commitments to another employer that might affect your employment with the North Huntingdon Township Municipal Authority? \_\_\_\_\_
7. Does the North Huntingdon Township Municipal Authority employ any relative (by blood or marriage) or cohabitant of yours? \_\_\_\_ If "Yes", give name, relationship and department where they work:  
\_\_\_\_\_

Note: This application was designed for use by applicants for various positions – administrative, clerical, professional and technical. Answer the questions to the best of your ability. All information will be treated confidentially.

# Education

*Depending on the position sought, you may be required to provide a copy of your high school or college transcript/degree and/or professional registration.*

*Please circle the highest grade completed. Give dates of attendance, credit hours completed, type of degree and major/minor. Be sure to answer "Have You Graduated?" List all technical and/or trade courses or programs you have completed.*

1. Highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

2. Name of High School: \_\_\_\_\_ Location: \_\_\_\_\_

3. Check One: High School Diploma \_\_\_\_\_ GED \_\_\_\_\_

4. Please circle highest degree or college year completed:

College Degree Completed: Associate Bachelor Masters Doctorate

College Year Completed: Freshman Sophomore Junior Senior

5.

Name/Location of College	Dates Attended	Credit Hours Completed	Have You Graduated?	Type of Degree	List Major/Minor

6.

Name/Location of Technical, Vocational, or Trade School	Dates Attended	Classroom/Credit Hours Completed	Have You Graduated ?	Certificate / Degree	List Major/Minor

7. Technical skills or other training acquired: \_\_\_\_\_

8. List certificates, competency cards, or trade licenses you possess: \_\_\_\_\_

\_\_\_\_\_

## Skills

1. Typing speed: \_\_\_\_\_ words per minute      Steno speed: \_\_\_\_\_ words per minute.
2. Can you transcribe machine dictation?    YES \_\_\_\_    NO \_\_\_\_
3. Business machines you can operate:  
\_\_\_\_\_
4. Please list the computer software programs in which you are proficient:  
\_\_\_\_\_

## Military Experience

1. Were you in the U. S. Armed Forces?    Yes\_\_\_\_    No\_\_\_\_
2. If yes, what branch? \_\_\_\_\_
3. Dates of Duty:    From \_\_\_\_\_ To: \_\_\_\_\_
4. Rank at Separation: \_\_\_\_\_
5. Briefly describe your duties: \_\_\_\_\_

## General Information

1. Are you legally authorized to work in the United States?    Yes\_\_\_\_    No\_\_\_\_
2. Are you below the age of 18?    Yes\_\_\_\_    No\_\_\_\_
3. Are you able to perform the essential functions of the job for which you have applied, with or without reasonable accommodations?    Yes \_\_\_\_    No\_\_\_\_
4. Have you ever been convicted of a felony or misdemeanor?    Yes\_\_\_\_    No\_\_\_\_
5. If yes, please explain: \_\_\_\_\_

Note: *Criminal convictions are not necessarily a bar to employment. Only those criminal convictions directly related to the applicant's suitability for employment in the position for which he or she applied will be considered.*

## Previous Employment History

*Please give complete name and address of all employers including military employment. Dates of employment, salary history, name and phone number of immediate supervisor must be included. Describe major duties performed, special skills, and types of machines or equipment operated. A resume may be attached as a supplement; however, you must complete all information requested in the application.*

*Begin with your current or most recent employer and list all previous employers in chronological order. Also, account for all periods of unemployment. Omission of employment information may result in disqualification or dismissal.*

Do you have any objections to our contacting your present employer? YES \_\_\_\_ NO \_\_\_\_  
If YES, please explain:

\_\_\_\_\_

1. Employer \_\_\_\_\_ Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year  
Address \_\_\_\_\_  
Street City State Zip Phone  
Job Title \_\_\_\_\_  
Supervisor \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Description of Duties: \_\_\_\_\_ Salary or Earnings  
\_\_\_\_\_ Starting \_\_\_\_\_ per \_\_\_\_\_  
\_\_\_\_\_ Ending \_\_\_\_\_ per \_\_\_\_\_

2. Employer \_\_\_\_\_ Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year  
Address \_\_\_\_\_  
Street City State Zip Phone  
Job Title \_\_\_\_\_  
Supervisor \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Description of Duties: \_\_\_\_\_ Salary or Earnings  
\_\_\_\_\_ Starting \_\_\_\_\_ per \_\_\_\_\_  
\_\_\_\_\_ Ending \_\_\_\_\_ per \_\_\_\_\_

3. Employer \_\_\_\_\_ Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year  
Address \_\_\_\_\_  
Street City State Zip Phone  
Job Title \_\_\_\_\_  
Supervisor \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Description of Duties: \_\_\_\_\_ Salary or Earnings  
\_\_\_\_\_ Starting \_\_\_\_\_ per \_\_\_\_\_  
\_\_\_\_\_ Ending \_\_\_\_\_ per \_\_\_\_\_

4. Employer \_\_\_\_\_ Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year  
Address \_\_\_\_\_  
Street City State Zip Phone  
Job Title \_\_\_\_\_  
Supervisor \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Description of Duties: \_\_\_\_\_ Salary or Earnings  
\_\_\_\_\_ Starting \_\_\_\_\_ per \_\_\_\_\_  
\_\_\_\_\_ Ending \_\_\_\_\_ per \_\_\_\_\_

5. Employer \_\_\_\_\_ Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year  
Address \_\_\_\_\_  
Street City State Zip Phone  
Job Title \_\_\_\_\_  
Supervisor \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Description of Duties: \_\_\_\_\_ Salary or Earnings  
\_\_\_\_\_ Starting \_\_\_\_\_ per \_\_\_\_\_  
\_\_\_\_\_ Ending \_\_\_\_\_ per \_\_\_\_\_

## References

*Please list at least three references (not employers or relatives) who have personal knowledge of your character and/or ability to perform the job for which you are applying.*

Name	Address	Occupation	Telephone
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

## Applicant Acknowledgement

I hereby certify that the information contained in this application for employment is true and correct and that I have provided complete information, to the best of my knowledge. I understand that any omissions or false information provided in this employment application shall constitute reason for rejection of my application for employment and/or discharge from employment in the event that I have been hired.

I understand that this application for employment shall not constitute an offer of employment. I acknowledge that any offer of employment extended shall be conditioned upon successful completion of a medical examination and drug test, and successful results from a background check, if such is required for my position.

I further understand that for all non-union employment, it is on an "at-will" basis, which means that I may resign my position at any time and the Authority can terminate my employment at any time, with or without cause.

I authorize investigation of all statements contained in this application and do hereby release any and all persons, companies or agencies responding to such investigation from any liability for any damage due to releasing information pertaining hereto.

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature \_\_\_\_\_

*In accordance with Title VII of the Civil Rights Act of 1964, Executive Order 11246, as amended, and the Pennsylvania Human Relations Act, the North Huntingdon Township Municipal Authority maintains a policy under which qualified applicants are hired and treated during employment without regard to race, gender, color, religion, national origin, age or disability.*