



Application for Employment

Personal Information

Please print or type all answers.

Date Received by NHTMA: _____

Name	_____	_____	_____
	Last	First	Middle
Street Address	_____		
City	_____	State	_____ Zip _____
Phone	_____	Email	_____
Position Desired	_____		

- Were you previously employed by North Huntingdon Township Municipal Authority?
 YES NO
- Have you ever been employed under any other name? YES NO
 If yes, please list name(s). _____
- When would you be available for work? _____
- What type of work are you applying for? FULL-TIME PART-TIME
- Do you have a valid Pennsylvania Driver’s License? YES NO
- Do you have any commitments to another employer that might affect your employment with North Huntingdon Township Municipal Authority? YES NO
 If yes, please explain? _____
- Does the North Huntingdon Township Municipal Authority employ any relative (by blood or marriage) or cohabitant of yours? YES NO
 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 write 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: _____
2. Name of High School: _____
 Location of High School: _____
3. Have you graduated high school? YES NO
 If yes, check one: Diploma GED
4. Highest degree or college year completed: _____

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

6. Name/Location of Technical, Trade or Vocational School	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: _____

9. Do you possess a PA DEP Wastewater Operator's License? YES NO

Special Skills

Please list any special skills or experience that you feel would help you in the position you are applying for.

Military Experience

1. Were you in the U. S. Armed Forces? YES NO
If yes, what branch? _____

2. Dates of duty: *from* _____ *to* _____

3. Rank at separation: _____

4. Briefly describe your duties: _____

General Information

1. Are you legally authorized to work in the United States? YES NO

2. Do you certify that you are at least 18 years of age? 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
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.

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	Phone
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.