



APPLICATION FOR EMPLOYMENT
 City of Connellsville
 110 North Arch Street
 Connellsville, PA 15425

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, or any other legally protected status.

Position Applied For: _____

Date of Application: _____

Last Name _____

First Name _____

Middle Name _____

Address _____

City _____

State _____

Zip Code _____

Telephone Number _____

Best time to contact you : _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? _____

yes no

Have you previously filed an application with the City of Connellsville ?
 If yes, list date and position applied for. _____

yes no

Do any of your friends or relatives, other than spouse, work here?
 If yes state name, relationship, and location. _____

yes no

Are you currently employed? _____

yes no

May we contact your current employer? _____

yes no

Date available to start work: _____

What is your desired salary range? _____

Are you available to work:

- Full time
- Part Time
- Temporary

Can you travel if the job requires it? _____

yes no

Applicant Information			
Last Name	First	M.I.	Date
Street Address			Apartment/Unit #
City	State	Zip	
Phone	E-mail		
Date Available	Social Security No.	Desired Salary	
Position Applied for			
Are you legally eligible to work in the U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Have you ever worked for this company? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, when?			
Have you ever been convicted of a felony? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, explain.			

Education			
High School		Address	
From	To	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree

Employment History			
Company		From	To
Address		Phone #	
Supervisor		Responsibilities	
May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Company		From	To
Address		Phone #	
Supervisor		Responsibilities	
May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Company		From	To
Address		Phone #	
Supervisor		Responsibilities	
May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>			

References	
Full Name	Relationship
Company	Phone #
Address	
Full Name	Relationship
Company	Phone #
Address	
Full Name	Relationship
Company	Phone #
Address	

Disclaimer and Signature	
<p>I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired.</p> <p>I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment. I also authorize you to request and receive such information.</p> <p>In consideration for my employment, I agree to abide by the rules and regulations of the company, which rules may be changed, withdrawn, added or interpreted at any time, at the company's sole option and without prior notice to me.</p> <p>I also acknowledge that my employment may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause, and with or without prior notice at the option of the company or myself.</p>	
Signature	Date

EFFECTIVE JULY 1, 2015

BEFORE AN EMPLOYEE CAN BE HIRED

A CRIMINAL AND CHILD ABUSE CLEARANCE MUST BE PROVIDED.

BOTH CLEARANCES MUST BE REQUESTED AND PAID FOR

BY THE APPLICANT

AND

MAILED TO: THE CITY OF CONNELLSVILLE
110 N ARCH STREET
CONNELLSVILLE, PA 15425
ATTENTION: **Joyce Shaffer**

ONCE CLEARANCES ARE RECEIVED A COPY WILL BE MADE
FOR THE EMPLOYERS RECORD

AND

THE ORIGINAL WILL BE HANDED TO THE APPLICANT.

(Act 34) CRIMINAL CLEARANCE CAN BE REQUESTED THROUGH
<https://epatch.state.pa.us/Home.jsp>

(Act 33) CHILD ABUSE CLEARANCE CAN BE REQUESTED THROUGH
<http://www.dhs.state.pa.us>