

CENTRE COUNTY GOVERNMENT

420 Holmes Street ■ Bellefonte, PA 16823

www.co.centre.pa.us

APPLICATION FOR EMPLOYMENT

Please return application to the HR Office - Rm. 219 Willowbank Building HR (814) 355 - 6748 FAX (814) 355 - 8742 TDD (814) 355 - 6768

PLEASE NOTE: Complete all parts of the application. If you have no information to enter in a section, please write N/A.

Name and Address

Name (Last, First, Middle Initial)	Social Security Number
Mailing Address (Street)	
City, State, and Zip Code	
Home Phone	Message or Cell Phone
Email Address	Today's Date

Additional Information

Position Applying For: _____ Date Available to Start: _____

Work Desired: Full-Time Part-Time On-Call/Occasional

Will you accept shift work if required by the job? Yes No

Have you had prior employment with Centre County Government? Yes No

If yes, what department(s) _____ Year(s) _____

Do you have relatives currently working for Centre County Government? Yes No

If yes, what department(s) _____

Military Service: Branch _____ From _____ To _____ N/A _____

Have you ever plead no contest, plead guilty, or been found guilty of a misdemeanor or felony offense?

Yes No If yes, what was the result or disposition of the case?

(A criminal record will not necessarily disqualify an applicant from employment)

Has your driver's license ever been suspended? Yes No If yes, for what reason?

I certify that I am a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States Yes No

Will you provide the \$10.00 for a background record check(s) if required? Yes No

(Last, First, Middle Initial)

Employment (list most recent employment first)				
Employer	From (mo./yr.)	To (mo./yr.)	Salary	Job Title
Address (street, city, state, zip code)	Phone	Supervisor	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Primary Job Duties:				
			Reason For Leaving	

Employer	From (mo./yr.)	To (mo./yr.)	Salary	Job Title
Address (street, city, state, zip code)	Phone	Supervisor	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Primary Job Duties:				
			Reason For Leaving	

Employer	From (mo./yr.)	To (mo./yr.)	Salary	Job Title
Address (street, city, state, zip code)	Phone	Supervisor	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Primary Job Duties:				
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Employer	From (mo./yr.)	To (mo./yr.)	Salary	Job Title
Address (street, city, state, zip code)	Phone	Supervisor	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Primary Job Duties:				
			Reason For Leaving	

_____ (Last, First, Middle Initial)

Professional References

Name / Title	Address	Telephone #
1.		
2.		
3.		

Emergency Contact Information

Name	Relationship	Address	Telephone #

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that all of the information provided by me in this application (or any other accompanying documents) is correct, accurate and complete to the best of my knowledge. I understand that falsification or misrepresentation or omission of any facts in said documents will be cause for denial of employment or include termination of employment regardless of timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that employment obtained with Centre County Government is employment at will, for no specified duration and may be terminated either by Centre County Government or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of Centre County Government representatives used during the employment process is deemed a contract of employment real or implied.

In consideration for employment with Centre County Government; if employed, I agree to conform to the rules, regulations, policies and procedures of Centre County Government. I understand that if offered a position with Centre County Government, I may be required to submit to a pre-employment medical examination, drug screening and background checks as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment checks will result in my withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to Centre County Government and/or any of its representatives, agents or vendors, and I release parties involved from any and all liability for any and all damage that may result from providing such information.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I UNDERSTAND AND AGREE TO THE ABOVE STATEMENTS.

Signature

Date

Centre County Government is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, gender, age, marital status, veteran eligibility, disability, national origin, or any other legally protected status. No question on this application is asked for the purpose of disclosing any applicant's legally protected status. Applicants requiring accommodation in the application or hiring process should contact the Human Resources Office.

Centre County Government is a smoke-free facility

8/14/2006