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CITY OF SUNBURY

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Sunbury, PA, 17801

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Application for Employment

Date _____

Instructions: Type of print in ink – no pencil
The application must be signed and dated to be considered.

Name _____ Social Security No. _____ - _____ - _____
Last First M.I.

Address _____ Home Phone No. (_____) _____ - _____
Number Street

_____ Work Phone No. (_____) _____ - _____
City State Zip Code

Position applying For _____ Will you accept temporary work? Yes No

List special qualifications and skills (office, industrial, printing, nursing, publications, etc.) _____ To be completed for clerical positions:
_____ Can you type? Yes WPM _____ No
_____ Can you take shorthand? Yes WPM _____ No

Do you have experience in: MS Excel MS Access MS Word Web Development Other Software _____

Current licenses or certificates (Registered Nurse, Electrical, Mechanics State Inspection License, Etc.)

If you are applying for a position that requires driving, do you possess a current driver's license? Yes No If yes, indicate class:
 Car or light duty truck Commercial truck

Education

Training	Name and Location (city & zip, if known)	Did you Graduate?	Semester Hours	Type of Degree	Major Course of Study
High School					
Technical, Business or Other School					
College, University, or Professional School					

<p>Within the last five years, have you been discharged or asked to resign? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If you answer is yes, give details on a separate sheet of paper. For each case provide name and address of employer, approximate date, and reasons for dismissal.</p>	<p>Are you presently eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>In the last ten years, have you been convicted of any criminal offense or have you forfeited bond or collateral in connection with a criminal charge? (Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits.) If yes, give details on a separate sheet of paper. Be sure to include your Social Security Number. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Are there any criminal charges pending against you at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please give details on a separate sheet of paper.</p>

Employment History

May we contact your present employer regarding your employment record? Yes No

List your employment record. Start with present employment: include paid employment, volunteer, or unpaid work, and military service which, in your opinion, helps to qualify you for the job you want. If your title and duties changed in the course of your work with one employer, describe the changed duties in a new block. Attach additional sheets, if needed, and include your name, social security number, and the same information.

Present Employer:	Dates Employed
Complete Address:	Phone:
Supervisor Name and Title:	Reason for Leaving:
Your position and Description of Duties	

List all other jobs held within the last ten years beginning with the most recent:

Employer:	Dates Employed
Complete Address:	Phone:
Supervisor Name and Title:	Reason for Leaving:
Your position and Description of Duties	

Employer:	Dates Employed
Complete Address:	Phone:
Supervisor Name and Title:	Reason for Leaving:
Your position and Description of Duties	

Employer:	Dates Employed
Complete Address:	Phone:
Supervisor Name and Title:	Reason for Leaving:
Your position and Description of Duties	

Have you ever been disciplined by your current or previous employer? Yes No Give details on a separate sheet of paper.

References

List three persons who are not related to you and who have definite knowledge of your qualifications. Consideration for employment may be delayed until three individuals can be contacted.

Full Name	Years Known	Present Business or Home Address (Number, Street, City State and Zip Code)	Telephone

To be employed, you must be able to perform the essential functions of the job with or without accommodations.

I certify that all statements made by me on this application and any supporting material provided are true and correct to the best of my knowledge and belief, and are a full and complete disclosure. I agree that if employed, any misrepresentation or falsification regardless of when discovered, shall justify my dismissal. I also authorize the City of Sunbury to contact my previous employers and the references listed above.

Signature of Applicant (ink only)

Date