

CITY OF GREENSBURG APPLICATION FOR EMPLOYMENT

The City of Greensburg is an Equal Opportunity Employer. All applicants will be considered without regard to race, color, religion, national origin, sex, non-job related disabilities or age. All information requested on this application form is solicited for the purpose of determining abilities and skills required for proper job placement and to facilitate verification of the information requested.

Instructions

The applicant must complete this application in its entirety. Please print in ink. If because of a disability, you need assistance in completing this application form, please notify the City Administrator's Office at (724) 838-4324.

To be considered this application must be returned by the deadline prescribed in any applicable public notice.

Return completed application to: **City Administration Office, Room 101
City of Greensburg
416 South Main Street
Greensburg, PA 15601**

_____	_____	_____	_____
Last Name	First Name	Middle Name	
_____	_____	_____	_____
Address	City	State	Zip
_____	_____	_____	_____
Phone No. (Day)	Phone No. (Evenings)	Social Security Number	Driver's License No./State

Circle One:

Has your driver's license ever been suspended or revoked?	Yes	No
Are you a United States Citizen or otherwise legally authorized to work in the United States?	Yes	No
Have you resided continuously in Pennsylvania for the past ten (10) years?	Yes	No

Employment History

List all employment for the past ten (10) years, beginning with current or most recent position.

_____	_____	(from) _____	(to) _____
Employer	Address	Dates Employed	
Description of Duties			
_____	_____	_____	_____
Your Job Title	Hourly Rate/Salary	Reason for Leaving	
<u>Circle One:</u>			
Will this Supervisor/Employer give a good job reference?	Yes	No	
If no, explain: _____			
Were you:			
Discharged or asked to resign by this employer?	Yes	No	
Ever disciplined (written warning, suspended, denied pay increase) by this employer?	Yes	No	
Ever counseled or warned about excessive absenteeism or tardiness by this employer?	Yes	No	
If yes to any of the above, explain: _____			

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Description of Duties		
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		<u>Circle One:</u>
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If no, explain: _____		
Were you:		
Discharged or asked to resign by this employer?		Yes No
Ever disciplined (written warning, suspended, denied pay increase) by this employer?		Yes No
Ever counseled or warned about excessive absenteeism or tardiness by this employer?		Yes No
If yes to any of the above, explain: _____		

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Discharged or asked to resign by this employer?		Yes	No
Ever disciplined (written warning, suspended, denied pay increase) by this employer?		Yes	No
Ever counseled or warned about excessive absenteeism or tardiness by this employer?		Yes	No
If yes to any of the above, explain: _____			

Military Service

Branch of Service	(from) _____ (to) _____
	Dates of Service
Rank at Separation	Reserve Requirements

Specialized Training

Veterans requesting veterans' preference on a Civil Service Examination must attach a copy of their DD-214, Military discharge, or equivalent proof of military service.

Education

Last **High School** Attended _____

Location: (City) _____ (State) _____

Do you have a High School Diploma or G.E.D. Certificate? Yes Circle One No

List **Colleges, Universities or Trade/Technical Schools** attended:

Name of Institution/Major Area of Study

Degree/Credits/Licenses

Location: (City)

(State)

Name of Institution/Major Area of Study

Degree/Credits/Licenses

Location: (City)

(State)

Name of Institution/Major Area of Study

Degree/Credits/Licenses

Location: (City)

(State)

Other Qualifications

Describe any equipment you can operate (machines, computers, etc.). List any trade, professional or skills certificates you hold. Give details of any special skills, abilities or experience, which qualify you for this position.

References

Please list three (3) references other than relatives or former employers:

Reference (1)

Relationship

Reference's Address

Telephone Number

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Reference (2)

Relationship

Reference's Address

Telephone Number

Reference (3)

Relationship

Reference's Address

Telephone Number

CERTIFICATION, AUTHORIZATION AND AGREEMENT

"I certify that the information supplied by me on this application form and in my resume, if any, is true and complete and does not contain any falsification, omission, or concealment of material fact. I authorize the City of Greensburg Police Department to investigate the truth of this information and of any other information I may supply during a pre-employment interview. I further authorize every school, employer, person and agency identified by me on this form or in my resume to release any and all verifying information to the City of Greensburg Police Department that they may solicit from it or them. I further authorize the City of Greensburg Police Department to investigate my criminal history and other aspects of my personal history, including my character and general reputation. If my application is denied in whole or in part because of information contained in a criminal history records report, the City of Greensburg Police Department will so advise me."

"I hereby release all law enforcement agencies, my former employers, all educational institutions and programs and every other person identified by me on this form or in my resume from liability for any damage or injury to me arising out of the release of information requested to the City of Greensburg Police Department."

"I understand and agree, that the City of Greensburg's acceptance of this employment application does not constitute any promise, expressed or implied, that I will be hired. I further understand that the City of Greensburg does not guarantee any one employment for any specific length of time."

"I further understand and agree that any offer of employment the City of Greensburg may make to me (and if I am hired, my continued employment) will be contingent upon my submission of evidence verifying that I am authorized to work in the United States and is contingent upon my taking and passing any job related physical or psychological examinations and drug tests."

"I certify that I am not a party to any contract or other obligation which would limit, interfere with or restrict my ability to work for the City of Greensburg in any way."

"I hereby acknowledge that I read this section of the employment application and fully understand the meaning and effect of signing this form. I am signing this document with the full understanding that any false information or statement will subject to the criminal penalties of 18 PA C.S.A. § 4904, relating to unsworn falsification to authorities, and could result in permanent disqualification as a candidate for the position.

SIGNED: _____ DATE: _____

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