

APPLICATION FOR EMPLOYMENT

The City of Jeannette is an Equal Opportunity Employer. All qualified 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 Clerk's Office at 724-527-4000, Ext. 12.

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

Return completed application to: City Clerk, City of Jeannette
110 S. 2nd Street
Jeannette, PA 15644

Last Name	First Name	Middle Name

Address	City	State	Zip

Phone No.	Day	Phone No.	Night	Soc. Sec. No. / Driver's Lic. / State

Has your driver's license ever been suspended or revoked? Yes No

Are you a United States Citizen? Yes No

FAMILY HISTORY

List parents, guardian, stepparents, brothers, sisters, stepbrothers and stepsisters. Also include your spouse and children or any other person with whom you may have resided within the past three (3) years.

	Name	Address (If Living)	Phone Number
Father	_____	_____	_____
Mother	_____	_____	_____
Spouse	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

EMPLOYMENT HISTORY

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

Employer	Dates: From	To
Employer's Address	() Telephone No.	
Your Job Title	Hourly Rate/Salary	
Description of Duties		
Supervisor's Name	Reason for Leaving	
Will this Supervisor/Employer give a good reference?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, explain: _____		
WERE YOU:		
Discharged or asked to resign by this employer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Ever disciplined (written warning, suspended, denied pay increase) by this employer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Ever counseled or warned about excessive absenteeism or tardiness by this employer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes to any of the above, Explain: _____		

Employer	Dates: From	To
Employer's Address	() Telephone No.	
Your Job Title	Hourly Rate/Salary	
Description of Duties		
Supervisor's Name	Reason for Leaving	
Will this Supervisor/Employer give a good reference?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, explain: _____		
WERE YOU:		
Discharged or asked to resign by this employer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Ever disciplined (written warning, suspended, denied pay increase) by this employer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Ever counseled or warned about excessive absenteeism or tardiness by this employer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes to any of the above, Explain: _____		

MILITARY SERVICE

Branch of Service	Dates: From	To
Rank of 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	9 10 11 12 (Circle One)
Location	
Do you have a High School Diploma or G.E.D. Certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>	
List Colleges, Universities or Trade/Technical Schools attended:	
School Attended	Degree/Credits/Licenses
Location	
School Attended	Degree/Credits/Licenses
Location	
School Attended	Degree/Credits/Licenses
Location	
School Attended	Degree/Credits/Licenses
Location	

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 qualifies you for this position.

BACKGROUND

Responses to the following questions will determine an individual's eligibility to serve in positions which require the applicant to successfully pass a background investigation.

1. Have you ever been convicted of a Felony or Misdemeanor Crime in this or any other state? Yes No

If yes, explain below and indicate the nature of offense and disposition of your case?

DATE	LOCATION	CHARGE	DISPOSITION

2. Have you ever been convicted of an offence which would limit your ability to work with children. Yes No
3. Have you ever been convicted of an offense under the Act of April 14, 1972 known as the Controlled Substance Drug Device and Cosmetic Act? Yes No
4. Are you a United States Citizen? Yes No
 If no, enter immigration identification number _____

Are there any incidents in your life not mentioned herein which may reflect upon your suitability to perform the duties required of the position that might require further explanation? If yes, give details.

REFERENCES

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

Reference (1)

Relationship

Reference's Address

() -
Telephone Number

Reference (2)

Relationship

Reference's Address

() -
Telephone Number

Reference (3)

Relationship

Reference's Address

() -
Telephone Number

PLEASE ATTACH RESUME, IF AVAILABLE

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 Jeannette 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 Jeannette Police Department may solicit from it or them. I further authorize the City of Jeannette 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 Jeannette 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 Jeannette Police Department."

"I understand and agree that the City of Jeannette'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 Jeannette does not guarantee anyone employment for any specific length of time."

"I further understand and agree that any offer of employment the City of Jeannette 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 further understand and agree that I must reside within the City of Jeannette within 120 days of the start of my employment and continue as a resident of Jeannette during my full term of employment.

"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 Jeannette in any way."

"I hereby acknowledge that I have 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 me 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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