

COUNTY OF HUNTINGDON

APPLICATION FOR EMPLOYMENT

The County of Huntingdon is an Affirmative Action and Equal Opportunity employer. Various federal, state, and local laws prohibit discrimination based on race, color, religion, sex, age, national origin, disability, or veteran's status. It is the policy of the County of Huntingdon to comply fully with applicable law, and information requested on this application will not be used for any purpose prohibited by law.

(PLEASE PRINT)

Date of Application: _____

Position(s) Applied For: _____

Referral Source: Advertisement Friend Employment Agency Relative Other _____

NAME Last First Middle

ADDRESS Number and Street City State Zip

PHONE () SOCIAL SECURITY # Area Code

Have you filed an application here before? Yes No If yes, indicate date: _____

Have you been employed here before? Yes No If yes, indicate dates: From: _____ To: _____

Are you a citizen of the United State? Yes No (Proof of US citizenship or immigration status will be required if hired.)

Are you available for work: Full Time Part Time Shift Work

Are you on layoff and subject to recall? Yes No

Can you travel if the job requires it? Yes No

Do you have any relative working here? Yes No If yes, list names: _____

Have you been convicted of a felony within the last seven (7) years? Yes No If yes, explain: _____

Are you a veteran of the U. S. Military Service? Yes No

Do you have a vehicle operator's license? Yes No (Proof of license may be required if hired, depending upon position.)

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EDUCATION

	HIGH SCHOOL	COLLEGE	GRADUATE/PROFESSIONAL
SCHOOL NAME & CITY			
YEARS COMPLETED			
DIPLOMA OR DEGREE			
COURSE OF STUDY			

Describe any specialized training, skills, or activities you have which are pertinent to this position:

EMPLOYMENT

List each job held. Start with your current or most recent job, including military service. If you have not worked, include any volunteer activities, but exclude groups that indicate race, color, religion, sex, or national origin. If you need additional space, please attach a separate sheet of paper.

Employer _____	Dates Employed:
Address _____	From _____ To _____
Telephone No. _____	Hourly Rate/Salary:
Job Title _____	Starting: _____ Ending: _____
Supervisor _____	Reason for Leaving:
Work Performed _____	

Employer _____	Dates Employed:
Address _____	From _____ To _____
Telephone No. _____	Hourly Rate/Salary:
Job Title _____	Starting: _____ Ending: _____
Supervisor _____	Reason for Leaving:
Work Performed _____	

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Employer _____	Dates Employed:
Address _____	From _____ To _____
Telephone No. _____	Hourly Rate/Salary:
Job Title _____	Starting: _____ Ending: _____
Supervisor _____	Reason for Leaving:
Work Performed _____	

May we contact the above employers? Yes No

Summarize any special skills or qualifications acquired from previous employment or experience, which would be applicable to this position:

REFERENCES

List names, addresses, and phone numbers of three references not related to you.

1 _____

2 _____

3 _____

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STATEMENT

I certify that the information provided herein is true and complete to the best of my knowledge.

I authorize investigation by the County of all information and references contained in this Application for Employment as may be necessary in arriving at a decision concerning my employment. I hereby release the County, its agents and representatives, from any and all liability for such investigation and all previous employers, companies/corporations, organizations, and other persons for cooperating with such investigations. If my position is non-union, I acknowledge and agree that my employment shall be at-will. This means I may terminate my employment at any time, for any reason, with or without cause, and the County may terminate my employment at any time, for any reason, with or without cause.

In the event of employment, I understand that any false or misleading information, statements, or representations given in my application or interview(s) will result in my discharge at any time. I also understand that I am required to abide by all policies, procedures, rules, and regulations of the County.

SIGNATURE OF APPLICANT:	DATE:
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