

APPLICATION FOR EMPLOYMENT CATAWISSA BOROUGH

Position desired _____ Date _____

Date available _____ Full-time _____ Part-time _____

If part-time, specify days and hours per week available. _____

PERSONAL DATA

Name _____
(Last) (First) (Middle)

Address _____
(Number and Street) (City) (State) (Zip Code)

Is any additional information relative to your name necessary to enable a check on your work record? If yes, explain.

Phone number (s) where you can be reached: _____

CDL - Check One: _____ At least 18 yrs old for intrastate CDL _____ At least 21 yrs old for interstate CDL _____ N/A

Are you a U.S. Citizen? _____

EDUCATION AND TRAINING

SCHOOL NAME AND ADDRESS

DID YOU
GRADUATE?

DEGREE

MAJOR STUDIES

High School _____

Business or Trade _____

College _____

Other (Specify) _____

Special qualifications: (include technical and professional licenses, academic and professional awards, etc.)

COMPUTER SKILLS

List any programs you are familiar with and our current level of knowledge: _____

EMPLOYMENT RECORD

List all present and past employment with most recent first

Employer's name _____ From _____ To _____
Address _____ Type of business _____
Phone _____ Salary _____
(Area Code) (Number) (Starting) (Ending)

Name and title of supervisor _____
Your job title _____ Reason for leaving _____
Briefly describe the nature and duties of your position _____

May we contact your present employer? _____

Employer's name _____ From _____ To _____
Address _____ Type of business _____
Phone _____ Salary _____
(Area Code) (Number) (Starting) (Ending)

Name and title of supervisor _____
Your job title _____ Reason for leaving _____
Briefly describe the nature and duties of your position _____

Employer's name _____ From _____ To _____
Address _____ Type of business _____
Phone _____ Salary _____
(Area Code) (Number) (Starting) (Ending)

Name and title of supervisor _____
Your job title _____ Reason for leaving _____
Briefly describe the nature and duties of your position _____

Employer's name _____ From _____ To _____
Address _____ Type of Business _____
Phone _____ Salary _____
(Area Code) (Number) (Starting) (Ending)

Name and title of supervisor _____
Your job title _____ Reason for leaving _____
Briefly describe the nature and duties of your position _____

Employer's name _____ From _____ To _____

Address _____ Type of business _____

Phone _____ Salary _____

(Area Code) (Number) (Starting) (Ending)

Name and title of supervisor _____

Your job title _____ Reason for leaving _____

Briefly describe the nature and duties of your position _____

UNEMPLOYMENT RECORD

Account for periods of unemployment of one month duration or more in the past 5 years

From		To		Reason for Unemployment
Month	Year	Month	Year	

Have you ever been dismissed or asked to resign from any position? _____ If yes, give details in space provided on back page.

Have you ever been convicted of any crime in a court of law? _____ If yes, give details below in space provided (excluding minor traffic violations). Criminal record will not necessarily exclude you from employment.

If employed, what length of time do you expect to reside in this area? _____

MILITARY EXPERIENCE (if applicable)

Describe any job-related training received in the United States military. _____

Are you requesting consideration of Veteran's Status? _____ Yes _____ No
(Note: per decisions of Pennsylvania's Supreme Court, preference for veterans is limited to entry level employment.)

If you are, provide the following information:

Date of Discharge: _____ Type of Discharge: _____

(Verification of Veteran's status may be required.)

