



Return application to: Department of Human Resources
Courthouse - Basement
Clarion, PA 16214

COUNTY OF CLARION APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Applicants requiring accommodation for the application or interview process should contact the Department of Human Resources.

(PLEASE PRINT OR TYPE) *Applications MUST be complete to be considered. Do NOT reference resume.*

Position(s) Applied For:	Date of Application:
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So that we may improve our recruitment practices; please tell us how you learned of this position.

_____ Friend or relative	_____ Newspaper ad (<i>which newspaper?</i> _____)
_____ County employee	_____ Position posting (<i>where?</i> _____)
_____ Job Center	_____ Other (<i>please specify:</i> _____)

Last Name	First Name	Middle Name
Address	Number	Street
	City	State
	Zip Code	
Telephone Number(s)	May we contact you at work?	Y N
Home: #:	Business #:	
Are you a legal resident of Clarion County?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Are you requesting Veteran's Preference? Yes No
(Proof must be submitted with application or before hire. If you are uncertain whether you qualify, contact the Department of Human Resources for further information.)

Have you been employed here before? Yes No *If yes, give date: _____*

Can you travel if a job requires it? Yes No

On what date would you be available to start work? _____

Are you available to work: *(Check all that apply)* Full-Time Part-Time
 Shift Work Temporary

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
(Proof of citizenship or immigration status will be required upon employment) Yes No

Have you been convicted of a felony or misdemeanor? Yes No
(If yes, provide the date, crime and other relevant information. Continue on a separate sheet if more room is needed. Criminal convictions will be considered only to the extent relevant to the job.) _____

If your school/employment records are listed under another name or names, please list them here:
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IMPORTANT:

Give a **COMPLETE** record of your employment history including military services, and if relevant, part-time work, internship or volunteer work.

Use additional sheet of paper if needed. Do **NOT** reference resume.

Employment Experience

(PLEASE TYPE OR PRINT)

1	Employer (present or most recent)	Telephone ()
	Address	Employed - (Month and Year) From To
	Name & Title of Immediate Supervisor	Current or Ending Pay Rate/Salary
	State Your Job Title and Describe Your work	# Hours Worked Per Week
		Reason for Leaving

2	Employer	Telephone ()
	Address	Employed - (Month and Year) From To
	Name & Title of Immediate Supervisor	Current or Ending Pay Rate/Salary
	State Your Job Title and Describe Your work	# Hours Worked Per Week
		Reason for Leaving

3	Employer	Telephone ()
	Address	Employed - (Month and Year) From To
	Name & Title of Immediate Supervisor	Current or Ending Pay Rate/Salary
	State Your Job Title and Describe Your work	# Hours Worked Per Week
		Reason for Leaving

4	Employer	Telephone ()
	Address	Employed - (Month and Year) From To
	Name & Title of Immediate Supervisor	Current or Ending Pay Rate/Salary
	State Your Job Title and Describe Your work	# Hours Worked Per Week
		Reason for Leaving

We may contact the employers listed above unless you indicate those you do not want us to contact.

DO NOT CONTACT

Employer Number(s) _____ Reason _____

Skills and Qualifications Summarize special skills and qualifications acquired from employment or other experiences that may qualify you for the position(s) applied for.

Educational Background

List last three schools attended, starting with the last one.

School Name & Location	No. of Years Or Credits Completed	Did you Graduate?	Degree or Diploma	Course of Study

Please list any other training you have had that you would like us to consider _____

Professional References

List name, address and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name & Address	Telephone	Years Known
	()	
	()	
	()	

Section 11 of the Clarion County Employees Policy and Procedures Manual limits employment of relatives within Departments or Offices.

Do you have relatives employed by the county?

Yes No

(If yes, please list name and department below.)

Name	Department

Memberships

List professional, trade, business, or civic associations and any offices held.

(Exclude information which would reveal sex, race, religion, national origin, age, color disability or other protected status.)

Organization	Offices Held

Special Accomplishments

List special accomplishments, publications, awards.

Other Considerations

List any additional information you would like us to consider.

APPLICANT'S STATEMENT

I certify that the information provided in this employment application (and accompanying resume, if any) is true and complete and I understand that any false or misleading information or significant omissions may disqualify me from further consideration for employment, and may be justification for my dismissal from employment, if discovered at a later date. I agree to immediately notify the county if I should be convicted of a felony while my job application is pending, or during my period of employment, if hired.

I authorize investigation of all statements contained in the application (and accompanying resume, if any). I also authorize the County of Clarion to contact my present and past employers (unless otherwise noted in this application form) and listed references.

I authorize any person, school, current or previous employer, and organizations named in this application form (and accompanying resume, if any) to provide the County of Clarion with any relevant information and opinion that may be useful to the company in making a hiring decision and I release such persons and organizations from any legal liability in making such statements.

I understand that the employer's acceptance of this application means that I will be considered along with all other applications for the position(s) applied for if such position(s) is open, and that it does not guarantee me an interview or an offer of employment.

I understand that neither this document nor any offer of employment from the employer constitutes an employment contract.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document, verbal agreement, or by conduct.

I understand that any offer of employment is also contingent upon my ability to provide the documentation required by the Immigration Reform and Control Act of 1986 to substantiate that I am legally authorized to work in the United States.

I understand that, if applicable for the position for which I am being considered, I will be required to furnish any or all of the following, and that an offer of employment and/or continuation of my employment will be dependent upon these meeting the standards required by the position: child abuse clearance, criminal history clearance, driving history, physical examination.

Should I be hired I agree to abide by all county rules and regulations.

This application for employment shall be considered active for a period of time not to exceed 60 days. I understand that if I wish to continue to be considered for employment after this time I must update my application or complete a new application.

Applicant's Signature

Date