

**Shamokin Coal Township Joint Sewer Authority**

**APPLICATION FOR EMPLOYMENT**

**PERSONAL INFORMATION**

				Date _____
Name _____				
Last	First	Middle	Maiden	
Present address _____				
Number	Street	City	State	Zip
Telephone (____) _____		Date of Birth ____ / ____ / ____		
E-mail _____		SSN: _____		

**EMPLOYMENT DESIRED**

Position(s) applied for _____	Days/hours available to work: _____
Salary desired _____	
How many hours can you work weekly? _____	Can you work evenings? _____
Can you work Weekends? _____	Can you work overtime? _____
Employment desired <input type="checkbox"/> FULL-TIME ONLY <input type="checkbox"/> PART-TIME ONLY <input type="checkbox"/> FULL- OR PART-TIME	
When are you available to start work? _____	

**EDUCATION**

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Business or Trade School				
Professional or Graduate School				

## WORK EXPERIENCE

Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

<b>Name of Employer</b> <b>Address</b> <b>City, State, Zip</b> <b>Phone number</b>	<b>Name of last supervisor</b>	<b>Employment dates</b>	<b>Pay or salary</b>
		<b>From</b> <b>To</b>	<b>Start</b> <b>Final</b>
	<b>Your last job title</b>		
<b>Reason for leaving (be specific)</b>			
<b>List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.</b>			

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		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Did you complete this application yourself  Yes  No

If not, who did? \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. \_\_\_\_\_

Have you ever been in the armed forces?  Yes  No

Specialty \_\_\_\_\_ Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

Type of Discharge:\_\_\_ Circle One

Honorable    Dishonorable    Administrative    Other

If hired, can you provide proof of U.S. citizenship  Yes  No  
or proof of your legal right to live and work in this country?

Have you ever been employed with this company?  Yes  No  
If yes, when? \_\_\_\_\_

Do you have any friends or relatives employed by this company?  Yes  No  
If yes, please provide their names and relationship to you.  
\_\_\_\_\_

If hired, would you have a reliable means of transportation to and from work?  Yes  No

Are you able to perform the essential functions and duties  Yes  No  
of the job for which you are applying?

Do you have computer skills as stated in the advertisement?  Yes  No  
If not, please describe the functions or duties you are unable to perform. \_\_\_\_\_

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Are you willing to take a pre-employment drug/alcohol screen?  Yes  No

Are you willing to disclose and agree to a criminal back ground check?  Yes  No

## REFERENCES

Please list below three persons not related to you who have knowledge of your work performance and/or personal qualifications within the last 5 years.

Name		Occupation
Company name	Address	
Telephone	E-mail	Years acquainted

Name		Occupation
Company name	Address	
Telephone	E-mail	Years acquainted

Name		Occupation
Company name	Address	
Telephone	E-mail	Years acquainted

## **APPLICATION FORM WAIVER**

**Please read each paragraph closely, initial each, and sign below**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or any other document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize SCTJSA to thoroughly investigate my references, work records, education, driving record, credit history, criminal background and other matters related to my suitability for employment. I further authorize the employers, schools and other references I have listed to disclose to SCTJSA any and all documents, transcripts, letters, reports and other information related to these references, without giving me prior notice of such disclosure. I hereby release SCTJSA, my former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosures.

I understand that nothing contained in the application, or conveyed during any interview which may be granted, or during my employment, if hired, is intended to create an employment contract between me and SCTJSA, other than one that is "at will." I understand and agree that if I am employed, my employment will be of an "at will" nature, whereby either the employee or the employer may terminate the employment relationship at any time, with or without cause or notice. I further understand that my employment, if hired, is for no definite or determinable period of time and may be terminated at any time, at the option of either myself or SCTJSA, and that no promise or representation contrary to the foregoing is binding on the company unless made in writing and signed by me and the company's designated representative.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for completing this application form and for your interest.**

**Perspective employees will receive consideration without discrimination because of race, creed, religion, color, sex, age, national origin, handicap or veteran status.**

**The Shamokin Coal Township Joint Sewer Authority is an equal opportunity Employer.**

