



COUNTY OF LAWRENCE

Application for Employment

COUNTY COMMISSIONERS
 Steve Craig, Chairman
 Richard DeBlasio
 Daniel Vogler

KAREN KING
 DIRECTOR

-OFFICE OF-
PERSONNEL
 Lawrence County Government Center
 430 Court Street
 New Castle, Pennsylvania 16101-3593
 Telephone: 724-656-2164
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We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Position(s) Applied For	Date of Application
How did you learn about us?	
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend
<input type="checkbox"/> Inquiry	<input type="checkbox"/> Employment Agency
<input type="checkbox"/> Relative	<input type="checkbox"/> Other

Last Name	First Name	M. I.	SS#
Address	City	State	Zip Code
Telephone Number	Alternate Number	E-mail Address	

Best time to contact you at home is: ----- AM PM

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

Have you ever filed an application with us before? If yes, give date :----- Yes No

Have you ever been employed with us before? If yes, give date: ----- Yes No

Do any of your friends or relatives, other than spouse, work here? ----- Yes No

If yes, state name, relationship and location:

Are you currently employed? ----- Yes No

May we contact your present employer? ----- Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? ----- Yes No

Proof of citizenship or immigration status will be required upon employment.

Date available for work _____ What is your desired salary range? \$ _____

Are you available to work: Full-Time (Please indicate 1st , 2nd , 3rd shift)

Are you available to work: Part-Time (Please indicate Mornings , Afternoons , Evenings)

Are you available to work Temporary (Please indicate date available) _____

Are you currently on "lay-off" status and subject to recall? ----- Yes No

Can you travel if a job requires it? ----- Yes No

EDUCATION	Name and Address of School	Course	Number of Years Completed	Diploma or Degree Received
High School				
College				
Technical School				
Other (Specify)				

Additional Information

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. YES NO

Start with your present or last job. Include any job related military service assignments and volunteer activities.
 Exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.

	Dates of Employment		Description of Duties
	From	To	
Employer			
Address			
Telephone Number	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact?		<input type="checkbox"/> Yes <input type="checkbox"/> No

	Dates of Employment		Description of Duties
	From	To	
Employer			
Address			
Telephone Number	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact?		<input type="checkbox"/> Yes <input type="checkbox"/> No

	Dates of Employment		Description of Duties
	From	To	
Employer			
Address			
Telephone Number	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact?		<input type="checkbox"/> Yes <input type="checkbox"/> No

PERSONAL/PROFESSIONAL REFERENCES			
Name	Phone Number	Best Time To Call	Occupation
1.			
2.			
3.			

APPLICANTS' STATEMENT	
<p>I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time. I hereby 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 a written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also that I am required to abide by all rules and regulations of the employer.</p>	
_____ Signature of Applicant	_____ Date