



# Township of Wilkes-Barre

## Employment Application

*The Township of Wilkes-Barre recognizes and embraces the concept of Equal Employment Opportunity. It is the policy of the Township of Wilkes-Barre to recruit and hire all persons without regard to race, color, religion, sex, national origin, marital status, age or non job related physical or mental handicap or disability. Completion of this application does not guarantee any applicant an interview or employment.*

Print or Type all Applicable Information Below.

### PERSONAL DATA

Name: \_\_\_\_\_ Social Security # \_\_\_\_\_  
Last First Middle Home Telephone # \_\_\_\_\_

Current Address: \_\_\_\_\_ How long have you resided at this address? \_\_\_\_\_  
Street  
City State Zip Code

Previous Address: \_\_\_\_\_ How long did you reside at this address? \_\_\_\_\_

Have you ever worked for the Township? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, WHEN: \_\_\_\_\_ What Department: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

### JOB INTEREST

( ) Full Time ( ) Part time ( ) Other

Position Desired: \_\_\_\_\_ Date Available: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Are you willing to work Night Shift? \_\_\_\_\_ Saturdays and Sundays? \_\_\_\_\_

Do you have a valid Pennsylvania Drivers License? \_\_\_\_\_ If yes, Enter Driver OLN Number: \_\_\_\_\_

Are you between 18 and 70 years of age? \_\_\_\_\_

Have you ever been arrested for any crime(including summary offenses)? \_\_\_\_\_ If yes, Explain Below.

Have you ever received a traffic citation? \_\_\_\_\_ If yes, Explain Below.

Explain any arrests or traffic citations, include dispositions:

Are you a Veteran? \_\_\_\_\_ If yes, Dates of Duty: \_\_\_\_\_ TO \_\_\_\_\_ RANK \_\_\_\_\_

Date and Type of Discharge: \_\_\_\_\_

(over)

**EDUCATION**

Last year of School Completed?    High School ( )9 ( )10 ( )11 ( )12 College ( )1 ( )2 ( )3 ( )4 ( )other

	Name & Location of School	Years Attended From	Years Attended To	DEGREE RECEIVED
	High School			
	College			
	Trade/Business			

**EMPLOYMENT EXPERIENCE**

List your most recent job first. Account for all time including unemployment. Use additional Sheet if necessary.

Dates FROM	Dates TO	Employers Name & Address	Job Title Name of Supervisor Telephone Number	Describe Major Duties	Wages START	Wages FINAL	Reason for Leaving

**REFERENCES:**

Give names of three persons; Exclude relatives, former or current employees of Wilkes-Barre Township.

Name	Address	Telephone

In Case of Emergency Notify: Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

**ATTENTION: Read the following paragraphs carefully before signing this application.***A false answer to any question in this application may be grounds for not employing you, or for dismissing you after you begin work. All the information you give will be considered in reviewing your application.***AUTHORITY FOR RELEASE OF INFORMATION:** *I have completed this application with the know ledge and understanding that any or all items may be subject to investigation by law and I consent to the release of information concerning my capacity and fitness by employers, educational institutions, law enforcement agencies, and other individuals and agencies, to duly accredited investigators, and other authorized employees of Wilkes-Barre Township for that purpose.***CERTIFICATION:** *I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in goodfaith.*

**For Office Use Only:**  
  
**Interviewed By:** \_\_\_\_\_  
  
**Date:** \_\_\_\_\_  
  
**For Job title:** \_\_\_\_\_  
  
**Department:** \_\_\_\_\_  
  
**Date Hired:** \_\_\_\_\_  
  
**Start Date:** \_\_\_\_\_  
  
**Wage Rate:** \_\_\_\_\_ **Per** \_\_\_\_\_

Applicant Signature(sign in ink) \_\_\_\_\_ Date \_\_\_\_\_