

# EMPLOYMENT APPLICATION

COUNTY OF ERIE  
 ERIE COUNTY COURTHOUSE  
 140 West Sixth Street • Erie, PA. 16501  
 Phone (814) 451-6299 • Fax (814) 451-6484  
 www.eriecountygov.org



•• All Sections *must* be completed; if not applicable - answer "NA" ; **DO NOT** answer "see resume". ••

**PERSONAL**

NAME \_\_\_\_\_ **Date of Application** \_\_\_\_\_  
(Last) (First) (Middle I)  
 ADDRESS \_\_\_\_\_  
(No. & Street) (City) (State) (Zip)  
 PHONE NUMBER \_\_\_\_\_  
(Home) (Work) (Ext.)

**EDUCATION**

	Name & Location (City & State)	Dates Attended From To	Graduate Yes No	Diploma Degree Certificate	Course Major	# of Credits Earned
High School						
College						
Graduate Work						
Business / Trade Technical / Other						

**EMPLOYMENT HISTORY**

**LIST PRESENT OR MOST RECENT EMPLOYMENT FIRST**

<p>1. _____  <small>(Name of Business or Organization)</small></p> <p>_____  <small>(City) (State)</small></p> <p>_____  <small>(Position or Title) (Final Salary)</small></p> <p>_____  <small>(Starting Date) (Ending Date)</small></p> <p>_____  <small>(Supervisor's Name and Title)</small></p> <p>_____  <small>(Reason for Leaving)</small></p>	<p>2. _____  <small>(Name of Business or Organization)</small></p> <p>_____  <small>(City) (State)</small></p> <p>_____  <small>(Position or Title) (Final Salary)</small></p> <p>_____  <small>(Starting Date) (Ending Date)</small></p> <p>_____  <small>(Supervisor's Name and Title)</small></p> <p>_____  <small>(Reason for Leaving)</small></p>
<p>3. _____  <small>(Name of Business or Organization)</small></p> <p>_____  <small>(City) (State)</small></p> <p>_____  <small>(Position or Title) (Final Salary)</small></p> <p>_____  <small>(Starting Date) (Ending Date)</small></p> <p>_____  <small>(Supervisor's Name and Title)</small></p> <p>_____  <small>(Reason for Leaving)</small></p>	<p>4. _____  <small>(Name of Business or Organization)</small></p> <p>_____  <small>(City) (State)</small></p> <p>_____  <small>(Position or Title) (Final Salary)</small></p> <p>_____  <small>(Starting Date) (Ending Date)</small></p> <p>_____  <small>(Supervisor's Name and Title)</small></p> <p>_____  <small>(Reason for Leaving)</small></p>

MILITARY

Branch \_\_\_\_\_ Date Entered \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Released \_\_\_\_/\_\_\_\_/\_\_\_\_ Final Rank \_\_\_\_\_  
Reason For Separation \_\_\_\_\_ Reserve / National Guard Status \_\_\_\_\_  
Service Obligation Remaining \_\_\_\_\_

GENERAL INFORMATION

- 1. Have you ever been convicted of a felony? Yes  No  If yes, explain \_\_\_\_\_
- 2. Have you ever been employed by the County of Erie ? Yes  No  If yes, where and when \_\_\_\_\_
- 3. Is a car available if needed for job ? Yes  No
- 4. Skills: Typing w.p.m. \_\_\_\_\_ Shorthand w.p.m. \_\_\_\_\_ Do you have computer experience ? Yes  No   
If yes list hardware / software / systems used \_\_\_\_\_
- 5. Other skills / trades / qualifications ( specify ) \_\_\_\_\_
- 6. Do you have any relatives employed in Erie County Government ? Yes  No  If yes, please identify below  
( •• see County Policy on employment of relatives •• )

<u>Relative's Name</u>	<u>Relationship</u>	<u>Title / Department</u>
_____	_____	_____
_____	_____	_____

7. How were you informed of this job opening? \_\_\_\_\_

REFERENCES

- (other than relative or employer )
- 1. \_\_\_\_\_  
Name Occupation Phone Number  
\_\_\_\_\_  
Address Years Known
  - 2. \_\_\_\_\_  
Name Occupation Phone Number  
\_\_\_\_\_  
Address Years Known

CERTIFICATION

I hereby certify that the information provided by me on this application and other documents I offer for employment application to the County of Erie are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application or such documents shall be considered sufficient cause for dismissal. You are hereby authorized to investigate the information I have provided. **You are also authorized to conduct a criminal background check.**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Note:** THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER AND COMPLIES WITH THE AMERICANS WITH DISABILITIES ACT. We do not discriminate because of age, race, color, religion, sex, national origin or disability

# COUNTY OF ERIE

## JOB BID FORM

The County Personnel Department is responsible for certifying which applicants meet the minimum requirements for employment positions posted by the County of Erie. Your application form is the documentation used by the Personnel Department for this purpose. If the application (and resume, if provided) does not provide sufficient information indicating you possess the minimum requirements for the position in which you are making application, you will **not** be certified as eligible for employment in that particular position. Make sure you have properly and fully completed your application form. You are encouraged to attach a personal resume with your application. The Bid Form is used as a quick reference to establish whether or not you meet the minimum requirements for the specific position for which application is made. Information given on your bid form must be backed up by data on your application form and/or resume. **You must complete a separate job bid form for each position for which you are making application.**

Once the Personnel Department has established a certified list of applicants eligible for hire, the list is sent to the County department where the job opening exists. The department is then responsible for selecting individuals from the certified list for interviews and possible employment.

For some job openings, either the Personnel Department or the department where the job opening exists may test applicants to determine compliance with the minimum skill requirements. **For all job openings, any newly hired employee will be required to pass a criminal background check.**

Applicant's Name \_\_\_\_\_

Phone number \_\_\_\_\_ Date available for work \_\_\_\_\_

Position for which you are applying \_\_\_\_\_

(Position title)

(Department)

Are you able to perform the essential duties and functions of this position (as listed in the "Duties & Responsibilities" and "Knowledge, Skills, & Abilities" sections of the position announcement)? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you presently employed by the County of Erie? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what is your present position and department? \_\_\_\_\_

(Position title)

(Department)

AFTER REVIEWING THE MINIMUM QUALIFICATIONS FOR THE POSTED POSITION, INDICATE THAT YOU MEET EACH OF THE SPECIFIED QUALIFICATIONS/REQUIREMENTS BY COMPLETING THE FOLLOWING INFORMATION (**please do not write "see resume"**):

List the **job's** minimum qualifications (as stated under the "**Minimum Requirements/Qualifications**" section of the position announcement)

List **your own** qualifications proving that you meet each of the **job's** stated qualifications/requirements

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

### **THIS SECTION FOR PERSONNEL DEPARTMENT OR DEPARTMENT HEAD USE ONLY**

Qualified? Yes \_\_\_\_\_ No \_\_\_\_\_

If current employee:

Comments:  
5/05

Bargaining unit \_\_\_\_\_

Seniority date \_\_\_\_\_