

# 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**

1. \_\_\_\_\_  
(Name of Business or Organization)  
 \_\_\_\_\_  
(City) (State)  
 \_\_\_\_\_  
(Position or Title) (Final Salary)  
 \_\_\_\_\_  
(Starting Date) (Ending Date)  
 \_\_\_\_\_  
(Supervisor's Name and Title)  
 \_\_\_\_\_  
(Reason for Leaving)

2. \_\_\_\_\_  
(Name of Business or Organization)  
 \_\_\_\_\_  
(City) (State)  
 \_\_\_\_\_  
(Position or Title) (Final Salary)  
 \_\_\_\_\_  
(Starting Date) (Ending Date)  
 \_\_\_\_\_  
(Supervisor's Name and Title)  
 \_\_\_\_\_  
(Reason for Leaving)

3. \_\_\_\_\_  
(Name of Business or Organization)  
 \_\_\_\_\_  
(City) (State)  
 \_\_\_\_\_  
(Position or Title) (Final Salary)  
 \_\_\_\_\_  
(Starting Date) (Ending Date)  
 \_\_\_\_\_  
(Supervisor's Name and Title)  
 \_\_\_\_\_  
(Reason for Leaving)

4. \_\_\_\_\_  
(Name of Business or Organization)  
 \_\_\_\_\_  
(City) (State)  
 \_\_\_\_\_  
(Position or Title) (Final Salary)  
 \_\_\_\_\_  
(Starting Date) (Ending Date)  
 \_\_\_\_\_  
(Supervisor's Name and Title)  
 \_\_\_\_\_  
(Reason for Leaving)

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