

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 _____ SOCIAL SECURITY 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