



Please return application to:
Human Resources
Willowbank Building
420 Holmes Street, Rm. 334
Bellefonte, PA 16823
Phone: (814) 355 – 6748
Email:
humanresources@centrecountypa.gov

PLEASE NOTE: Complete ALL parts of the application. If you have no information to enter in a section, please write N/A.

Personal Information		
Last Name	First Name	MI
Mailing Address (Street)		
City, State, and Zip Code		
Home Phone	Cell Phone	
Email Address		Today's Date
Position(s) Applying For		Date Available to Start
Work Desired: Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> On-Call/Occasional <input type="checkbox"/>		

Additional Employment Questions

Will you accept shift work if required by the job? Yes No

Have you had prior employment with Centre County Government? Yes No

If yes, what department(s)? _____ Dates _____

Do you have relatives currently working for Centre County Government? Yes No

If yes, please provide their name, their relationship to you, and their employing department:

Have you ever served for any branch of the US Military, and are you a Veteran?

Yes No Veteran Status must be confirmed by DD-214 or other military documentation if requesting Veteran's preference.

Branch: _____ Years of Service: _____

Employees must be 18 years of age to drive a Centre County vehicle. If the job you are applying for requires driving, can you meet this requirement? N/A Yes No

Can you drive if the job requires it? N/A Yes No

I certify that I am authorized to work in the United States. Yes No

Will you provide the fee for a background record check if required? Yes No

Employment History				
Please list current or most recent employer first				
Employer	From (mo./yr.)	To (mo./yr.)	Salary	Job Title
Address (street, city, state, zip code)				Phone
Supervisor			May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Primary Job Duties (Summarize):				
				Reason For Leaving
Employer	From (mo./yr.)	To (mo./yr.)	Salary	Job Title
Address (street, city, state, zip code)				Phone
Supervisor			May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Primary Job Duties (Summarize):				
				Reason For Leaving
Employer	From (mo./yr.)	To (mo./yr.)	Salary	Job Title
Address (street, city, state, zip code)				Phone
Supervisor			May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Primary Job Duties (Summarize):				
				Reason For Leaving
Employer	From (mo./yr.)	To (mo./yr.)	Salary	Job Title
Address (street, city, state, zip code)				Phone
Supervisor			May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Primary Job Duties (Summarize):				
				Reason For Leaving

Training, Certifications, Licenses and/or Memberships (if applicable)

Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying (optional)

Education

Education	
High School	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address	Diploma <input type="checkbox"/> GED <input type="checkbox"/>
Technical School / Community College	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address	Years Completed Diploma/Degree Major
College or University	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address	Years Completed Diploma/Degree Major
Other College, University, or Graduate School	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address	Years Completed Diploma/Degree Major

Professional References	
1.	Name: _____ Title: _____
	Company Name: _____
	Phone: _____ E-mail: _____
2.	Name: _____ Title: _____
	Company Name: _____
	Phone: _____ E-mail: _____
3.	Name: _____ Title: _____
	Company Name: _____
	Phone: _____ E-mail: _____

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that all of the information provided by me in this application (or any other accompanying documents) is correct, accurate and complete to the best of my knowledge. I understand that falsification or misrepresentation or omission of any facts in said documents will be cause for denial of employment or include termination of employment regardless of timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that employment obtained with Centre County Government is employment at will, for no specified duration and may be terminated either by Centre County Government or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of Centre County Government representatives used during the employment process is deemed a contract of employment real or implied.

In consideration for employment with Centre County Government; if employed, I agree to conform to the rules, regulations, policies and procedures of Centre County Government. I understand as a condition of employment, all offers of employment are contingent upon satisfactory completion of pre-employment screenings, which may include, but is not limited to, a criminal history record check through the Pennsylvania State Police P.A.T.C.H. system, drug screening and medical examination. The conviction of a crime will not automatically result in a denial of employment. The nature and gravity of the offense, whether it is job related, and when it occurred will be considered.

I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment checks will result in my withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to Centre County Government and/or any of its representatives, agents or vendors, and I release parties involved from any and all liability for any and all damage that may result from providing such information.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I UNDERSTAND AND AGREE TO THE ABOVE STATEMENTS.

Signature

Date

Centre County Government is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, gender, age, marital status, veteran eligibility, sexual orientation, disability, national origin, or any other legally protected status. No question on this application is asked for the purpose of disclosing any applicant's legally protected status. Applicants requiring accommodation in the application or hiring process should contact the Human Resources Office



EEO Information Survey

Centre County collects data specifically for Equal Employment Opportunity reporting and planning. This information is collected on a voluntary basis and is kept in a separate file in the Office of Human Resources for reporting purposes only. It will not be sent to the hiring department. Your cooperation in completing this self-identification form is appreciated.

Applicant Name: _____ Date: _____

Last, First, MI

Gender: Male Female Prefer Not to Answer
Date of Birth: _____ / _____ / _____ Prefer Not to Answer

Race Classification:

- White:** *Persons having origin in any of the original peoples of Europe, North Africa or the Middle East*
- Black or African American:** *Person having origins in any of the Black racial groups of Africa*
- Hispanic or Latino:** *Persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.*
- Asian:** *Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.*
- Native Hawaiian or Other Pacific Islander:** *Persons having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.*
- American Indian or Alaska Native:** *Persons having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.*
- Two or More Races:** *All persons who identify with more than one of the above five races.*
- Prefer not to answer.**

Ethnicity Classification:

- Hispanic/Latino**
- Non Hispanic/Latino**

If you are applying for an opening in the Office of Aging, are you over the age of 60 and requesting Age Preference?
 Yes No

Please tell us how you heard about the opening at Centre County Government:

- Centre County Government Website
- Newspaper Ad
- Private Employment Agency
- Employee Referral – Whom: _____
- State Employment Office (CareerLink)
- County Job Posting Boards
- College Recruiting Office
- Indeed.com
- Other – Please specify: _____

If you have questions about this form or the information requested, please contact Human Resources at (814)355-6748 or at humanresources@centrecountypa.gov.