

Please return application to: **Human Resources** Willowbank Building 420 Holmes Street, Rm. 334 Bellefonte, PA 16823 Phone: (814) 355 - 6748

PLEASE NOTE: Complete <u>ALL</u> 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	Email Address				
Position(s) Applying For			Date Available	to Start	
Work Desired: Full-Time ☐ Part-Time ☐ On-C	Call/Oc	casional			
Additional	Empl	oyment Que	stions		
Will you accept shift work if required by the job?					Yes No 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 🗆 Ye	es 🗆 No 🗆
I certify that I am authorized to work in the United States  Yes  No			es 🗆 No 🗆		
Will you provide the fee for a background record check if required?				Y	es 🗌 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 🗌 No 🗌
Primary Job Duties:		·		
			Reason For L	Leaving
Employer	From (mo./yr.)	To (mo./yr.)	Salary	Job Title
Address (street, city, state, zip code)  Phone				Phone
Supervisor			May we contact	this employer? Yes 🗌 No 🗌
Primary Job Duties:				
			Reason For L	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 No				
Primary Job Duties:				
			Reason For L	Leaving
Employer	From (mo./yr.)	To (mo./yr.)	Salary	Job Title
Address (street, city, state, zip code)  Phone			Phone	
Supervisor May we contact this employer? Yes No				
Primary Job Duties:				
			Reason For L	Leaving

(	(Last.	First.	Middle	Initial)	ì

Training, Certifications, Licenses and/or Memberships (if applicable)				
Use the space below to summarize any additional inform qualifications for the specific position for which				
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Education				
High School	Did you graduate?			
Address	Diploma			
	GED			
Technical School / Community College	Did you graduate?			
	Years Completed			
Address	Diploma/Degree			
	Major			
College or University	Did you graduate?			
	Years Completed			
Address	Diploma/Degree			
	Major			
Other College, University, or Graduate School	Did you graduate?			
	Years Completed			
Address	Diploma/Degree			
	Major			

_ (	Last,	First,	Middle	e Initial)
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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:		
correct, of any fatiming of I unders with Cer County ( procedu	accurate and complete to the bacts in said documents will be recircumstances of discovery. tand that submission of an appliance County Government is em Government or myself at any time.	tion provided by me in this application (or any other accompanying documents) is est of my knowledge. I understand that falsification or misrepresentation or omission cause for denial of employment or include termination of employment regardless of cation does not guarantee employment. I further understand that employment obtained ployment at will, for no specified duration and may be terminated either by Centre ne, with or without cause or notice. I understand that none of the documents, policies, intre County Government representatives used during the employment process is or implied.		
regulation offers of but is necessited to be seen in the seen of t	ons, policies and procedures femployment are contingent of the limited to, a criminal history of and medical examination.	th Centre County Government; if employed, I agree to conform to the rules, of Centre County Government. I understand as a condition of employment, all upon satisfactory completion of pre-employment screenings, which may include, ry record check through the Pennsylvania State Police P.A.T.C.H. system, drug The conviction of a crime will not automatically result in a denial of employment., whether it is job related, and when it occurred will be considered.		
		from, refusal to cooperate with, or any attempt to affect the results of these pre – ndrawal of any employment offer or termination of employment if already employed.		
me to p	rovide such information to Cer	s, former employers, references, courts and any others who have information about htre County Government and/or any of its representatives, agents or vendors, and I I liability for any and all damage that may result from providing such information.		
BY SI	GNING BELOW, I ACKNOWLE	EDGE 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:	Date of Birth:///			
Prefer Not to Answer	Prefer Not to Answer			
Race Classification:				
☐ <b>White</b> : <i>Persons having origin in any of t</i> .	he original peoples of Europe, North Africa or the Middle East			
Black or African American: Person havi	ing origins in any of the Black racial groups of Africa			
Hispanic or Latino: Persons of Mexican, culture or origin, regardless of race.	Puerto Rican, Cuban, Central or South American or other Spanish			
	the original peoples of the Far East, Southeast			
	for example, Cambodia, China, India, Japan, Korea, Malaysia,			
Native Hawaiian or Other Pacific Island Samoa, or other Pacific Islands.	ler: Persons having origins in any of the peoples of Hawaii, Guam,			
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 $\hfill \square$ Yes $\hfill \square$ No	Aging, are you over the age of 60 and requesting Age Preference?			
Please tell us how you heard about the opening at	t Centre County Government:			
Centre County Government Website	☐ State Employment Office (CareerLink)			
Newspaper Ad	County Job Posting Boards			
Private Employment Agency	☐ College Recruiting Office			
Employee Referral – Whom:	Indeed.com			
Other – Please specify:				