

BRADFORD COUNTY COURT HOUSE
 301 Main Street
 Towanda, PA 18848
 (570) 265-1722

**APPLICATION
 FOR
 EMPLOYMENT**

 LAST NAME FIRST MIDDLE

 POSITION(S) APPLIED FOR

 SOCIAL SECURITY NUMBER TODAY'S DATE

 Present Address City State Zip Twp/Boro Telephone Number

Were you previously employed by Bradford County? yes no If yes, when? ____/____/____ To ____/____/____

Are you over the age of eighteen (18)? yes no If NO, hire is subject or verification that you are a minimum legal age.

If hired, can you give written evidence of your right to work in the United States? yes no

Reason(s) for interest in position(s) applied: _____

Would you work... full-time part-time temporary summer/seasonal Available Weekends? yes no

Available for Shift Work? yes no Shift preferred: days evenings nights

If your application is considered favorably, on what date will you be available for work? _____

EDUCATION

High School	Address	Course of Study	Did you Complete? <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> GED
College	Address	Course of Study	List Degree
Other	Address	Course of Study	List Diploma/Certification

MILITARY SERVICE

Were you in the U.S. Armed Forces? yes no If yes, what branch? _____

Dates of Duty: From _____ to _____ Rank and Discharge: _____ Type of Discharge: _____

List duties in the service including special training: _____

Since the age of eighteen (18) have you ever been convicted of a misdemeanor or felony? yes no If yes, please explain: _____

(Note: A conviction will not necessarily bar you from employment. Each conviction will be judged on its own merits.)

PLEASE COMPLETE OTHER SIDE

EMPLOYMENT HISTORY

LIST BELOW ALL PRESENT AND PAST EMPLOYEMTN BEGINNING WITH THE MOST RECENT

1. Company Name	Address	Telephone Number ()	Employed (Month and Year) From: To:	Starting Salary	Final Salary
Name of Supervisor	Job Title & describe work performed:			Reason for Leaving	
2. Company Name	Address	Telephone Number ()	Employed (Month and Year) From: To:	Starting Salary	
Name of Supervisor	Job Title & describe work performed:			Reason for Leaving	
3. Company Name	Address	Telephone Number ()	Employed (Month and Year) From: To:	Starting Salary	
Name of Supervisor	Job Title & describe work performed:			Reason for Leaving	

Summarize and Special Skill and Qualifications acquired from employment or other experience: _____

May we contact the employers listed above? yes no If NO, indicate by number which one(s) you do not wish us to contact: _____

Reason(s): _____

Have you ever been disciplined or fired? yes no If YES, why? _____

PROFESSIONAL REFERENCES

Name	Address	Telephone Number ()	Occupation
Name	Address	Telephone Number ()	Occupation
Name	Address	Telephone Number ()	Occupation

It is the policy of the Bradford County Commissioners to consider all applicants for employment without regard to age, race, color, national origin, sex, ancestry, religion, or disability; also, affirmative action will be taken to employ and advance in employment qualified handicapped individuals who, with reasonable accommodation, can perform the functions of a job. **EQUAL OPPORTUNITY EMPLOYER.**

I UNDERSTAND IF ANY MISREPRESENTATION HAS BEEN MADE BY ME, ANY OFFER OF EMPLOYMENT MADE TO ME BY THE BRADFORD COUNTY COMMISSIONERS MAY BE WITHDRAWN OR MY EMPLOYMENT WITH THE BRADFORD COUNTY COMMISSIONERS MAY BE TERMINATED.

Signature

Date



Bradford County Human Resources Office

INFORMATION RELEASE FORM

I authorize employment information to be released to the Bradford County Human Resources Office. I further understand that all information will be held in strict confidence, and I hereby release both Bradford County and the previous employer (s), school (academic records), and/or personal references from any liability for damages resulting directly or indirectly from such disclosures.

Print Name

Date

Signature

It is the policy the policy of Bradford County to consider all applicants for employment without regard to age, race, color, national origin, sex, ancestry, religion, or disability. Also, affirmative action will be taken to employ and advance in employment qualified disabled individuals who, with reasonable accommodation, can perform the essential functions of the job.

Equal Employment Employer

301 Main Street, Towanda, PA 18848 PH (570) 265-1722 Fax (570) 265-1750

www.bradfordcountypa.org