

APPLICATION FOR EMPLOYMENT

TOWN OF McCANDLESS

9955 Grubbs Road

Wexford, PA 15090

(412) 364-0616

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job related medical condition or handicap.

PERSONAL INFORMATION

SSN: _____ - _____ - _____

Application Date _____ / _____ / _____

Last Name	First Name	Middle Initial	Telephone No.
			E-mail Address

Present Address	No. and Street	City	State	Zip Code
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Permanent Address	No. and Street	City	State	Zip Code
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EMPLOYMENT DESIRED

Date you can start:	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	Salary Expected:
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Position (s) applied for	Are you currently employed?	If so, may we contact your present employer?
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you have applied to this company before, please indicate where and when.	If you have relatives employed by the Town of McCandless, please give names.
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If you have ever worked for this company before, please indicate when and position held.
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Do you have special skills, experience or qualifications related to the position (s) applied for?	Do you have any physical limitations which would hinder your performance in the position applied for? ___Yes ___No
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<input type="checkbox"/> Are you a citizen of the United States? ___Yes ___No	Military Service Status _____
If you are not a citizen of the United States, please indicate your authorization status to be employed.	
<input type="checkbox"/> Have you ever been convicted of a felony or misdemeanor offense? ___Yes ___No	
If yes, please explain.	

PREVIOUS EMPLOYMENT

Please list most recent employment first.

Please explain any gap in employment history below.

Dates	Name and Location	Position	Salary	Reason for Leaving
1				
2				
3				
4				

EDUCATIONAL HISTORY

SCHOOL LEVEL STUDIED/MAJORS	NAME AND LOCATION OF SCHOOL	GRADUATED	SUBJECTS
High School		<input type="checkbox"/> YES <input type="checkbox"/> NO	
College		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Trade Business Professional School		<input type="checkbox"/> YES <input type="checkbox"/> NO	

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date: _____ Signature: _____

The civil rights act of 1964 prohibits discrimination in employment because of race, color, religion, sex, or national origin. Some states prohibit discrimination because of age. The age discrimination in employment act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 65 years of age. If this state prohibits the request of any information on this form, this information will not be used to discriminate against possible employment.