

CENTRAL KEYSTONE COUNCIL OF GOVERNMENTS

EMPLOYMENT APPLICATION

Equal Employment Opportunity Employer

Directions: Print neatly or type all entries and answer all questions.

POSITION APPLIED FOR: _____ DATE: _____

NAME: _____

ADDRESS: _____
Number/Street City State Zip

TELEPHONE: _____ / _____ / _____
Home Work Message

Are you legally authorized to work in the United States? Yes No

Are you physically capable of performing the duties of this job? Yes No

Have you been convicted of a crime, pled guilty, or been released from prison within the past ten (10) years? Yes No

If Yes, indicate the date and nature of the offense: _____

(A conviction will not necessarily bar an applicant from employment unless such record would reasonably affect your fitness for the job for which you are applying.)

DRIVING INFORMATION

If the position requires the operation of a motor vehicle, please complete the following:

Do you possess a valid Driver's License: Yes No

STATE: _____ LICENSE NUMBER: _____ EXPIRATION DATE: _____

CLASS: _____ ENDORSEMENTS: _____ DATE OF BIRTH: _____

Has your license ever been restricted, suspended or revoked? No Yes

If yes, please explain

Have you had any moving violations within the last two years? No Yes

UNITED STATES MILITARY BACKGROUND

Branch: _____ Date In: _____ Date Out: _____

If you served in the military within the last ten years, please attach a copy of your discharge papers (DD Form 214).

EDUCATION AND TRAINING

Circle year completed: High School or GED: 1 2 3 4

College: 1 2 3 4 5 6 7 8

Degree Title: _____

List any training, licenses, certifications or certificates you feel would be useful in the position you are applying for: _____

EMPLOYMENT RECORD

Please start with your current or most recent employment and describe your work experience for the previous ten (10) year period. Include any periods of self-employment, U.S. military service, and any job related volunteer experience (paid or unpaid), which you may have. If you feel that your work experience beyond ten (10) years is important please include it. Additional sheets may be attached. If you held a position under a previous name, please note it in each employment section.

POSITION HELD: _____ From (Mo. & Yr.) _____ To (Mo. & Yr.) _____

EMPLOYER NAME & ADDRESS: _____

SALARY: _____ SUPERVISOR: _____ PHONE # _____

PRIMARY DUTIES: _____

REASON FOR LEAVING OR CONSIDERING CHANGE: _____

POSITION HELD: _____ From (Mo. & Yr.) _____ To (Mo. & Yr.) _____

EMPLOYER NAME & ADDRESS: _____

SALARY: _____ SUPERVISOR: _____ PHONE # _____

PRIMARY DUTIES: _____

REASON FOR LEAVING: _____

POSITION HELD: _____ From (Mo. & Yr.) _____ To (Mo. & Yr.) _____
EMPLOYER NAME & ADDRESS: _____

SALARY: _____ SUPERVISOR: _____ PHONE # _____
PRIMARY DUTIES: _____

REASON FOR LEAVING: _____

POSITION HELD: _____ From (Mo. & Yr.) _____ To (Mo. & Yr.) _____
EMPLOYER NAME & ADDRESS: _____

SALARY: _____ SUPERVISOR: _____ PHONE # _____
PRIMARY DUTIES: _____

REASON FOR LEAVING: _____

If you are employed, may we contact your current employer? Yes No Notify Me First

I certify that the facts set forth in this application for employment are true and to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. This company is hereby authorized to make any investigations of my prior educational and employment history. I understand that employment at this company is "at-will", which means that either I, or this company, can terminate the employment relationship at any time, with or without prior notice, and for any reasons not prohibited by statute. All employment will continue on that basis. I understand that only the Director of the Central Keystone Council of Governments, or its Board members has the authority to alter the foregoing.*

SIGNATURE: _____ **DATE:** _____

*Employment "at-will" means that your employment is of no specific length, that you are free to resign at any time, with or without notice and the CKCOG is free to terminate the employment relationship at any time, for any reason, with or without notice.