



Employment Application

INSTRUCTIONS: THIS APPLICATION MUST BE COMPLETED IN ITS ENTIRETY.
PLEASE PRINT IN INK OR TYPE.
IF YOU NEED ASSISTANCE IN COMPLETING THIS APPLICATION FORM BECAUSE OF A DISABILITY,
PLEASE NOTIFY THE HUMAN RESOURCES OFFICE.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Local Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Permanent Address: _____
(If different from Above) Street Address Apartment/Unit #

City State ZIP Code

Home Phone: _____ Mobile Phone: _____ Best Time to Call: _____

Email Address: _____

May we contact you via email? YES NO

Have you previously worked for the Centre Region COG? YES NO

If YES, under what name: _____

If YES, with what Department: _____

Date range you previously worked for the COG: _____ to _____

Are you 18 years of age or older? YES NO

Are you 16 years of age or older? YES NO

If you are under 18 years of age, do you have a work permit? YES NO

Employment is subject to verification that you are of the legal minimum age and will supply the required work permit.

Are you requesting consideration of veteran's preference/veteran's spousal preference status? YES NO

If you are requesting consideration of veteran's preference/veteran's spousal preference status, please provide appropriate proof of discharge papers, separation documents, statement of service, or other appropriate military documentation (e.g., DD-214, DD-215, or NGB-22 forms) along with your application.

Are you legally eligible for employment in the United States? YES NO

If you are hired by COG, you must provide proof of your eligibility and any required documentation.

Have you ever been convicted of, or plead guilty or no contest to, a felony? YES NO

Have you ever been convicted of, or plead guilty or no contest to, a misdemeanor that has not been sealed by law?
 YES NO

If you answered yes to either of the above, please identify the violations that you were convicted of and provide the date and place of your conviction.

Conviction will not necessarily disqualify an applicant from employment. The COG will notify any applicants if a decision not to hire is based in whole or in part on criminal history record information.

Background Checks

I understand the PA State Law requires successful candidates pass multiple background checks before they begin working in certain positions.

Have you already completed a PA State Police Criminal History Record Check?

YES NO

Have you already completed a PA Department of Human Services Child Abuse History Clearance?

YES NO

Have you already completed a PA Department of Human Services Fingerprint-based FBI Background Check?

YES NO

Job Objective

Position Applied For: _____

- Centre Region Code Administration Centre Region Office of Administration Schlow Centre Region Library
 Centre Region Planning Agency/Refuse Centre Region Parks and Recreation Centre Region Fire/EM

What are your salary requirements to start? _____

When will you be available to begin employment? _____

Are you seeking to work:
(Select all that apply)

- Full Time
 Part Time
 Seasonal

Are you available for weekend hours?

- YES
 NO
 SOME

Are any of your relatives currently employed by the COG? YES NO

If yes:

Relative's Name: _____ Relationship: _____

Recruitment Sources

In an attempt to enhance our recruiting efforts, please advise us of the location in which you learned of our position.
Please check all that apply:

- | | | |
|---|---------------------------------------|---|
| <input type="checkbox"/> Walk In | <input type="checkbox"/> Newspaper | <input type="checkbox"/> COG Website |
| <input type="checkbox"/> Community Agency | <input type="checkbox"/> Internet | <input type="checkbox"/> Agency Website |
| <input type="checkbox"/> COG Employee | <input type="checkbox"/> Social Media | <input type="checkbox"/> Other |

Please specify: _____

Education, Licenses, and Certificates

	School Name	City & State	Degree/Major
HIGH SCHOOL			<i>Diploma or GED</i> <input type="checkbox"/> YES <input type="checkbox"/> NO
COLLEGE			
OTHER			

Please list any relevant certification or licenses:

Do you currently possess a valid Driver's License? YES NO State: _____

Do you have a Commercial Driver's License (CDL)? Class A Class B NO

Other Qualifications

Please list any skills, abilities, and experiences which qualify you for this position:

Employment History

I have attached my Resume with work history to this application.

In lieu of providing an employment history for the Centre Region Council of Governments employment application, I hereby declare that the contents of my attached resume are accurate to the best of my knowledge and verify their authenticity. **Note—The COG reserves the right to verify any employment history or records.**

Signature _____ Today's Date: _____

A resume is not required for the position you are applying for (*Most common with seasonal or part-time*).

Therefore, you must describe below all previous work experience and duties performed. Begin with the most recent and work backwards. If additional space is needed, please add additional pages. **Note—The COG reserves the right to verify any employment history or records.**

1. _____
Name of Employer
City & State
Telephone Number

_____ Your Title/Last Position Held Name & Title of Immediate Supervisor

Duties Performed:

Length of Employment: _____ to _____ May we contact your present Employer: YES NO
Reason for Leaving: _____

2. _____
Name of Employer City & State Telephone Number

Last Title/Position you held Name/Title of Immediate Supervisor

Duties Performed:

Length of Employment: _____ to _____ May we contact this employer: YES NO
Reason for Leaving: _____

References

Please provide three professional references:

Name: _____
First Name Last Name

Phone Number: _____ Email: _____

Name: _____
First Name Last Name

Phone Number: _____ Email: _____

Name: _____
First Name Last Name

Phone Number: _____ Email: _____

PLEASE READ CAREFULLY AND SIGN BELOW

I understand that any false answer, statement or omissions made by me on this application, or any other required document will be considered sufficient cause for denial of employment or termination of employment. I hereby give the Centre Region Council of Governments (COG) the right to make a thorough investigation of my past employment, education and activities. Also, I release the COG and all persons, companies and corporations from all liability of providing such information. I further authorize every school, employer, person and agency identified by me on this form or in my resume to release any and all verifying information the COG may solicit from it or them. I further authorize the COG to investigate my criminal history and other aspects of my personal history, including my character and general reputation. If my application is denied in whole or in part because of information contained in criminal history records, the COG will so advise me.

I hereby release all law enforcement agencies, my former employers, all educational institutions and programs and every other person identified by me on this form or in my resume from liability for any damage or injury to me arising out of the release of information requested by the COG.

In consideration of my employment, I agree to conform to the rules and regulations of the COG. Any offer of employment is contingent upon successful completion of pre-employment screenings, and health requirements, including testing for controlled substances. I understand that the COG's acceptance of this application does not constitute any promise, expressed or implied, that I will be hired. I further understand that my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either the COG or myself, except as may be required by law. I further understand that nothing contained on this employment application or in the granting of an interview shall be construed as an employment contract between the COG and myself for either employment and/or for the providing of any benefit. I also understand that no manager or employee of the COG has any authority to enter into any verbal employment for any specific period of time, or to make any

agreement contrary to the foregoing. In addition, I understand that any promises or guarantees are not binding upon the COG unless made in writing by the COG Executive Director or duly authorized designee.

I further understand and agree that any offer of employment the COG may make me (and, if I am hired, my continued employment) will be contingent upon my submission of evidence verifying that I am authorized to work in the United States and may be contingent upon my taking and passing pre-employment physical examinations.

I certify that I am not a party to any contract or other obligation which would limit, interfere with or restrict my ability to work for the COG in any way. I hereby acknowledge that I have read this section of the employment application and fully understand the meaning and effect of signing this form.

Signature _____ Todays Date: _____

Equal Opportunity Employer

The COG embraces diversity and is an Equal Opportunity Employer

To help the COG meet its Equal Employment Opportunity goals & objectives and in order to comply with various government requirements, please complete this brief survey.

[EEO SURVEY](#)

Printed application applicants can visit: www.surveymonkey.com/r/JLL5DQS

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, sexual orientation, gender identity, pregnancy, or any other legally protected status. Applicants requiring accommodation in the application or hiring process should contact the Human Resources Office.

Providing this information is voluntary, anonymous, and your application will not be adversely affected if you respond or decline to respond. The survey will not be used as a basis for making employment decisions. This information will be used only in accordance with federal laws and regulations.