



# Application for Employment

AN EQUAL OPPORTUNITY EMPLOYER M/F/D/V

Date of Application
Month _____ Day _____ Year _____

Please Print

Full Name (Last, First, Middle)	Social Security Number	Home Phone _____ Work Phone _____ E-mail Address _____	To Be Filled in by The County of York
Mailing Address	City, State, Zip Code		Interview Date: _____
Are you a U.S. Citizen or, if not, do you have a legal right to work in this country?  _____ Yes    _____ No	Can you provide, after employment, birth certificate or other proof of citizenship?  _____ Yes    _____ No		Start Date: _____
Have you ever applied for a position with York County? If yes, when and where? _____ Yes    _____ No	Have you ever been convicted of a felony? If yes, give details; Exclude minor traffic violations. (A conviction in and of itself may not be a bar to employment.) _____ Yes    _____ No		Dept./Dept. No. _____
			Employee No. _____

List special skills, knowledge, language, equipment operated, etc.	Type of employment desired.  _____ Full-Time    _____ Part-Time  _____ Temporary	Applications for employment are filed according to the position applied for, therefore, be as specific as possible in stating the position desired. Applicants who list the term "any" shall NOT be considered.
	Date available for work?	Do you have a valid driver's license?

Do you have any relatives working for York County Government? \_\_\_\_\_ Yes    \_\_\_\_\_ No    If Yes, who? \_\_\_\_\_  
Where are they employed? \_\_\_\_\_

EDUCATION

G.E.D.? _____ Yes    _____ No	School Name and Location	Degree Earned or Credit Hrs.	Major or Vocation	Grade Average
Circle highest grade completed.				
Elementary/High School 6 7 8 9 10 11 12				
College 1 2 3 4				
Graduate School 1 2 3 4				

Special Courses or Seminars

List any courses you have completed which will aid The County of York in evaluating your qualifications for the position you are seeking. Use additional sheets if necessary.

Course	Dates Enrolled In Course	School or other Sponsor of Course	Describe Major Content of Course
	From To		
	From To		
	From To		
	From To		
	From To		

**Work Experience**

List your last or current employer first. Account for all periods, including unemployment and service in the military. May we contact your present employer? \_\_\_\_\_

Complete Name & Address of Employer	Supervisor's Name, Title & Phone Number	Job Title and/or description of your duties	Dates Employed		Hourly Rate		Reason for Leaving
			From	To	Start	Finish	

**Emergency Contact**

Name	Address	Telephone (including area code)

In making this application for employment, it is understood that an investigative report may be made whereby information is obtained through personal interviews with third parties including information as to your character and reputation.

I certify that the answers given by me to the foregoing questions and statements are true and correct without consequential omissions of any kind whatsoever. I understand that any false answers or statements made by me on this application or in any supplemental information given during the County's pre-employment investigations or physical examination will be cause for immediate relief from a volunteer position. I agree that The County of York shall not be liable in any respect if my services are not used because of falsification of any statements or omissions made by me in this questionnaire or with any attachments. I hereby authorize the companies, schools, or persons named in this questionnaire to give any pertinent information to The County of York and I release said parties from all liability for any damage for issuing such information.

I consent to taking a pre-employment job-related physical examination and such job-related physical examinations in the future as may be required by The County of York.

I acknowledge that my services may be terminated, and any offer of employment, if such is made, may be withdrawn, with or without cause and with or without prior notice, at any time, at the option of The County of York or myself. I understand that no representative of the County of York has any authority to enter into any agreement for employment for any specified period of time, or to assure or make some other personnel move either prior to commencement of employment or after I have become employed, or to assure any benefits or terms and conditions of employment, or make any agreement contrary to the foregoing.

Signature	Date
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Department of Human Resources  
 28 East Market Street Room 210  
 York, PA 17401-1586

APPLICANT DATA RECORD

The County of York is committed to taking affirmative action in order to achieve equal employment opportunity in our workplace. All applicants are considered for employment without regard to race, color, sex, national origin, age, marital or veteran status, medical condition, or disability.

So we may accurately track our efforts in the area of equal employment opportunity, we request that you fill out the Applicant Data Record. Completion of this record is voluntary. This data will be kept in a confidential file separate from the Application for Employment and will in no way affect consideration for employment with our company.

Table with 2 columns and 2 rows: Applicant, Date, Position Applied For, Department.

Race/Ethnic Group: (Check one)

- 1 White, 2 Black, 3 Asian/Pacific Islander, 4 Hispanic, 5 American Indian or Alaskan Native

Check One: Male Female

Referral Source:

- 1 Direct write in, 2 Newspaper Ad, 3 Private Employment Agency, 4 College Recruiting, 5 State Employment Office, 6 Walk-in, 7 School Referral, 8 Employee Referral, 9 Other,specify:

Type of Position Applied For:

- 1 Officials/Managers, 2 Professionals, 3 Technicians, 4 Sales/Mortgage Representative, 5 Clerical/Teller, 6 Craft (Skilled), 7 Operatives (Semi-Skilled), 8 Laborers (Unskilled), 9 Service Worker

Handicapped:

- No, Yes (Have a physical or mental impairment which substantially limits a major life activity or have a history of such impairment.)

Vietnam Era Veteran:

- No, Yes (Served on active duty for a period of more than 180 days, any part of which occurred between 09/05/64 and 05/07/75 and was discharged/released with other than dishonorable discharge or for a service-connected disability.)

Disabled Veteran:

- No, Yes (Entitled to disability compensation under law administered by Veteran's Administration for disability rate 30% or more or discharged/released from active duty for disability incurred or aggravated in the line of duty.)

Special Disabled Veteran:

- No, Yes (Discharged/released from active duty because of service-connected disability or entitled to disability compensation (or who, but for receipt of military retired pay, would be entitled to disability compensation) for a disability (i) rated at 30% or more, or (ii) rated at 10% or 20% and under 38 U.S.C. 1506 has been determined to have a serious employment handicap.)

## PRE-INTERVIEW QUESTIONNAIRE

<b>Why did you apply at York County?</b>	
<b>What do you look for in a job?</b>	
<b>What are your strengths?</b>	
<b>What are your weaknesses?</b>	
<b>What are your goals?</b>	
<b>Desired salary?</b>	
<b>When can you start?</b>	
<b>APPLICANT INFORMATION:</b>	