

# CITY OF WILKES-BARRE

## Application For Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status.

*(PLEASE PRINT)*

\_\_\_\_\_  
Position(s) Applied For

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Address

*Number*

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone Number(s)

\_\_\_\_\_  
Social Security Number

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes

No

Have you ever filed an application with us before?

Yes

No

If Yes, give date \_\_\_\_\_

Have you ever been employed with us before?

Yes

No

If Yes, give date \_\_\_\_\_

Are you currently employed?

Yes

No

May we contact your present employer?

Yes

No

Are you legally able to work in the United States?

Yes

No

*Proof of citizenship or immigration status will be required upon employment*

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

On what date would you be available to work? \_\_\_\_\_

Are you available to work:  Full Time       Part Time       Shift Work       Temporary

Are you currently on "lay-off" status and subject to recall?  Yes       No

Can you travel if a job requires it?  Yes       No

Have you ever been convicted of a crime?  Yes       No

*Conviction will not necessarily disqualify an applicant from employment.*

If Yes, please explain \_\_\_\_\_

\_\_\_\_\_

## Education

|  | Elementary School | High School | Undergraduate<br>College/ University | Graduate/<br>Professional |
|--|-------------------|-------------|--------------------------------------|---------------------------|
|--|-------------------|-------------|--------------------------------------|---------------------------|

School Name  
and Location

Years Completed    4 5 6 7 8      9 10 11 12      1 2 3 4      1 2 3 4

(please circle)

Diploma/ Degree

Describe Course  
of Study

Describe any specialized  
training, apprenticeship,  
skills and extra-curricular  
activities.

Describe any honors  
you have received.

State any additional  
information you feel may  
be helpful to us in  
considering your application.

List professional, trade, business or civic activities and offices held.

*You may exclude membership which would reveal sex, race, religion, national origin, age, ancestry, or disability or other protected status:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



3. \_\_\_\_\_  
Employer \_\_\_\_\_ Dates Employed (*from – to*) \_\_\_\_\_

Work Performed \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Address \_\_\_\_\_ Telephone Number(s) \_\_\_\_\_

\_\_\_\_\_  
Job title \_\_\_\_\_ Supervisor \_\_\_\_\_ Starting \_\_\_\_\_ Final \_\_\_\_\_  
Hourly rate / Salary \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

4. \_\_\_\_\_  
Employer \_\_\_\_\_ Dates Employed (*from – to*) \_\_\_\_\_

Work Performed \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Address \_\_\_\_\_ Telephone Number(s) \_\_\_\_\_

\_\_\_\_\_  
Job title \_\_\_\_\_ Supervisor \_\_\_\_\_ Starting \_\_\_\_\_ Final \_\_\_\_\_  
Hourly rate / Salary \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

If you need additional space, please continue on a separate sheet of paper.

**Special Skills and Qualifications**

Summarize special job-related skills and qualifications acquired from employment or other experience.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# **Applicant's Statement**

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I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed six (6) months. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "*at will*" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "*at will*" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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