# bmrcB&WBlue Mountain recreation commission

P.O. Box 188

Orwigsburg, PA 17961

(570) 366-1190

### *Employment Application*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and / or interview process should notify a representative of the Human Resources Department. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \*Please Print | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Applicant Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Position Applied for | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Last Name | | | | |  | | | | | | | | | | | First | |  | | | | | | | | | | | | | M.I. | | | | Date | |  | |
| Street Address | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | Apartment/Unit # | | | | | |  | |
| City |  | | | | | | | | | | | | | | | State | |  | | | | | | | | | | | | | ZIP | |  | | | | | |
| Phone |  | | | | | | | | | | | | | | | E-mail Address | | | | |  | | | | | | | | | | | | | | | | | |
| Date Available | | | | | |  | | | | | | | Social Security No. | | | | |  | | | | | | | | | | Desired Salary | | | | | | |  | | | |
| If you are under 18, and it is required, can you furnish a work permit? YES  NO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| If no, explain: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Type of employment desired:  Full-Time  Part-Time Temporary  Seasonal  Educational Co-Op | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Are you a citizen of the United States? | | | | | | | | | | | | YES | | | NO | | | If no, are you authorized to work in the U.S.? | | | | | | | | | | | | | | | | | | YES | | NO |
| Have you ever worked for this company? | | | | | | | | | | | | YES | | | NO | | | If so, when? | | | | |  | | | | | | | | | | | | | | | |
| Have you ever been convicted of a felony? | | | | | | | | | | | | YES | | | NO | | | If yes, explain | | | | |  | | | | | | | | | | | | | | | |
| Are you able to meet the attendance requirements of the position? YES  NO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Driver’s License number: | | | | | | | | | | | |  | | | State: | | |  | | | | |  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Education | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| High School | | | | |  | | | | | | | | | | Address | | |  | | | | | | | | | | | | | | | | | | | | |
| From | |  | | | | | To |  | | Did you graduate? | | | | | YES | | | NO | | | | Degree | | | | |  | | | | | | | | | | | |
| College | |  | | | | | | | | | | | | | Address | | |  | | | | | | | | | | | | | | | | | | | | |
| From | |  | | | | | To |  | | Did you graduate? | | | | | YES | | | NO | | | | Degree | | | | |  | | | | | | | | | | | |
| Other | |  | | | | | | | | | | | | | Address | | |  | | | | | | | | | | | | | | | | | | | | |
| From | |  | | | | | To |  | | Did you graduate? | | | | | YES | | | NO | | | | Degree | | | | |  | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| References | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please list three professional references. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Full Name | | | | |  | | | | | | | | | | | | | | | Relationship | | | | | | |  | | | | | | | | | | | |
| Company | | | | |  | | | | | | | | | | | | | | | Phone | | | | ( ) | | | | | | | | | | | | | | |
| Address | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Full Name | | | | |  | | | | | | | | | | | | | | | Relationship | | | | | | |  | | | | | | | | | | | |
| Company | | | | |  | | | | | | | | | | | | | | | Phone | | | | ( ) | | | | | | | | | | | | | | |
| Address | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Full Name | | | | |  | | | | | | | | | | | | | | | Relationship | | | | | | |  | | | | | | | | | | | |
| Company | | | | |  | | | | | | | | | | | | | | | Phone | | | | ( ) | | | | | | | | | | | | | | |
| Address | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| skills and qualifications | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Summarize any training, skills, licenses and/or certifications that may qualify you as being able to perform job-related functions in the position for which you are applying. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Previous Employment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Company | | | |  | | | | | | | | | | | | | | | Phone | | | | | | ( ) | | | | | | | | | | | | | | |
| Address | | |  | | | | | | | | | | | | | | | | Supervisor | | | | | | |  | | | | | | | | | | | | | |
| Job Title | | |  | | | | | | | | | | | Starting Salary | | | | | $ | | | | | | | | | | Ending Salary | | | | | $ | | | | | |
| Responsibilities | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| From |  | | | | | | To | |  | | Reason for Leaving | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | | | | | | | | | YES | | NO | | | | | |  | | | | | | | | | | | | | | |
| Company | | | |  | | | | | | | | | | | | | | | Phone | | | | | | ( ) | | | | | | | | | | | | | | |
| Address | | |  | | | | | | | | | | | | | | | | Supervisor | | | | | | |  | | | | | | | | | | | | | |
| Job Title | | |  | | | | | | | | | | | Starting Salary | | | | | $ | | | | | | | | | | Ending Salary | | | | | $ | | | | | |
| Responsibilities | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| From |  | | | | | | To | |  | | Reason for Leaving | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | | | | | | | | | YES | | NO | | | | | |  | | | | | | | | | | | | | | |
| Company | | |  | | | | | | | | | | | | | | | | Phone | | | | | | ( ) | | | | | | | | | | | | | | |
| Address | | |  | | | | | | | | | | | | | | | | Supervisor | | | | | | |  | | | | | | | | | | | | | |
| Job Title | | |  | | | | | | | | | | | Starting Salary | | | | | $ | | | | | | | | | | Ending Salary | | | | | $ | | | | | |
| Responsibilities | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| From |  | | | | | | To | |  | | Reason for Leaving | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | | | | | | | | | YES | | NO | | | | | |  | | | | | | | | | | | | | | |
| I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer’s service, whenever it is discovered.  I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verity the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering, and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.  I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration or employment on a basis prohibited by applicable local, state or federal law.  I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.  If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer’s president.  I also understand that if I am hired, I will be required to provide proof of identity, all legally required criminal background clearances and confirm that I have the legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Disclaimer and Signature | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**  I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Signature | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | Date | |  | | | | | | | |