

EMPLOYMENT APPLICATION

COUNTY OF ERIE
 ERIE COUNTY COURTHOUSE
 140 West Sixth Street • Erie, PA. 16501
 Phone (814) 451-6299 • Fax (814) 451-6484
 www.eriecountygov.org



•• All Sections *must* be completed; if not applicable - answer "NA" ; **DO NOT** answer "see resume". ••

PERSONAL

NAME _____ Date of Application _____
(Last) (First) (Middle I)

ADDRESS _____
(No. & Street) (City) (State) (Zip)

PHONE NUMBER _____ SOCIAL SECURITY NUMBER _____ - _____ - _____
(Home) (Work) (Ext.)

EDUCATION

	Name & Location (City & State)	Dates Attended From To	Graduate Yes No	Diploma Degree Certificate	Course Major	# of Credits Earned
High School						
College						
Graduate Work						
Business / Trade Technical / Other						

EMPLOYMENT HISTORY

LIST PRESENT OR MOST RECENT EMPLOYMENT FIRST

1. _____
(Name of Business or Organization)

(City) (State)

(Position or Title) (Final Salary)

(Starting Date) (Ending Date)

(Supervisor's Name and Title)

(Reason for Leaving)

2. _____
(Name of Business or Organization)

(City) (State)

(Position or Title) (Final Salary)

(Starting Date) (Ending Date)

(Supervisor's Name and Title)

(Reason for Leaving)

3. _____
(Name of Business or Organization)

(City) (State)

(Position or Title) (Final Salary)

(Starting Date) (Ending Date)

(Supervisor's Name and Title)

(Reason for Leaving)

4. _____
(Name of Business or Organization)

(City) (State)

(Position or Title) (Final Salary)

(Starting Date) (Ending Date)

(Supervisor's Name and Title)

(Reason for Leaving)

MILITARY

Branch _____ Date Entered ____/____/____ Date Released ____/____/____ Final Rank _____
Reason For Separation _____ Reserve / National Guard Status _____
Service Obligation Remaining _____

GENERAL INFORMATION

1. Have you ever been convicted of a felony? Yes No If yes, explain _____
2. Have you ever been employed by the County of Erie ? Yes No If yes, where and when _____
3. Is a car available if needed for job ? Yes No
4. Skills: Typing w.p.m. _____ Shorthand w.p.m. _____ Do you have computer experience ? Yes No
If yes list hardware / software / systems used _____
5. Other skills / trades / qualifications (specify) _____
6. Do you have any relatives employed in Erie County Government ? Yes No If yes, please identify below
(•• see County Policy on employment of relatives ••)

<u>Relative's Name</u>	<u>Relationship</u>	<u>Title / Department</u>
_____	_____	_____
_____	_____	_____

7. How were you informed of this job opening? _____

REFERENCES

- (other than relative or employer)
1. _____
Name Occupation Phone Number

Address Years Known
 2. _____
Name Occupation Phone Number

Address Years Known

CERTIFICATION

I hereby certify that the information provided by me on this application and other documents I offer for employment application to the County of Erie are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application or such documents shall be considered sufficient cause for dismissal. You are hereby authorized to investigate the information I have provided. **You are also authorized to conduct a criminal background check.**

Applicant's Signature _____ Date ____/____/____

Note: THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER AND COMPLIES WITH THE AMERICANS WITH DISABILITIES ACT. We do not discriminate because of age, race, color, religion, sex, national origin or disability

COUNTY OF ERIE

JOB BID FORM

The County Personnel Department is responsible for certifying which applicants meet the minimum requirements for employment positions posted by the County of Erie. Your application form is the documentation used by the Personnel Department for this purpose. If the application (and resume, if provided) does not provide sufficient information indicating you possess the minimum requirements for the position in which you are making application, you will **not** be certified as eligible for employment in that particular position. Make sure you have properly and fully completed your application form. You are encouraged to attach a personal resume with your application. The Bid Form is used as a quick reference to establish whether or not you meet the minimum requirements for the specific position for which application is made. Information given on your bid form must be backed up by data on your application form and/or resume. **You must complete a separate job bid form for each position for which you are making application.**

Once the Personnel Department has established a certified list of applicants eligible for hire, the list is sent to the County department where the job opening exists. The department is then responsible for selecting individuals from the certified list for interviews and possible employment.

For some job openings, either the Personnel Department or the department where the job opening exists may test applicants to determine compliance with the minimum skill requirements. **For all job openings, any newly hired employee will be required to pass a criminal background check.**

Applicant's Name _____ SSN _____

Phone number _____ Date available for work _____

Position for which you are applying _____

(Position title)

(Department)

Are you able to perform the essential duties and functions of this position (as listed in the "Duties & Responsibilities" and "Knowledge, Skills, & Abilities" sections of the position announcement)? Yes _____ No _____

Are you presently employed by the County of Erie? Yes _____ No _____

If yes, what is your present position and department? _____

(Position title)

(Department)

AFTER REVIEWING THE MINIMUM QUALIFICATIONS FOR THE POSTED POSITION, INDICATE THAT YOU MEET EACH OF THE SPECIFIED QUALIFICATIONS/REQUIREMENTS BY COMPLETING THE FOLLOWING INFORMATION (**please do not write "see resume"**):

List the **job's** minimum qualifications (as stated under the "**Minimum Requirements/Qualifications**" section of the position announcement)

List **your own** qualifications proving that you meet each of the **job's** stated qualifications/requirements

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____

4. _____

4. _____

5. _____

5. _____

6. _____

6. _____

Applicant's Signature _____ Date _____

THIS SECTION FOR PERSONNEL DEPARTMENT OR DEPARTMENT HEAD USE ONLY

Qualified? Yes _____ No _____

If current employee:

Comments:
5/05

Bargaining unit _____

Seniority date _____