TOWNSHIP OF UPPER ST. CLAIR
APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>Middle</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
<th>Home Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City, State, Zip</th>
<th>Business Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Have you ever applied for employment with us?

- ☐ Yes  ☐ No  
  If yes: Month and Year __________  Location __________

Position Desired

Pay Expected

Social Security #

Apart from absence for religious observance, are you available for full-time work?

- ☐ Yes  ☐ No  
  If not, what hours can you work? ________________

Are you legally eligible for employment in the United States?

Will you work overtime if asked?

- ☐ Yes  ☐ No  

When will you be available To begin work?

Other special training or skills (languages, machine operation, etc.)

EDUCATION INFORMATION

<table>
<thead>
<tr>
<th>School</th>
<th>Name and Location of School</th>
<th>Course of Study</th>
<th>No. of Years Completed</th>
<th>Did you Graduate?</th>
<th>Degree or Diploma</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate</td>
<td></td>
<td></td>
<td></td>
<td>☐ Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>☐ No</td>
<td></td>
</tr>
<tr>
<td>College</td>
<td></td>
<td></td>
<td></td>
<td>☐ Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>☐ No</td>
<td></td>
</tr>
<tr>
<td>Business/Trade/Technical</td>
<td></td>
<td></td>
<td></td>
<td>☐ Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>☐ No</td>
<td></td>
</tr>
<tr>
<td>High School</td>
<td></td>
<td></td>
<td></td>
<td>☐ Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>☐ No</td>
<td></td>
</tr>
<tr>
<td>Elementary</td>
<td></td>
<td></td>
<td></td>
<td>☐ Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>☐ No</td>
<td></td>
</tr>
</tbody>
</table>
## Employment History

1. **Company Name**
   - Telephone:
     - ( )
   - Address
   - Employed – (State month and year)
     - From
     - To
   - Name of Supervisor
   - Weekly pay
     - Start
     - Last
   - State Job Title and Describe Your Work
   - Reason for Leaving

2. **Company Name**
   - Telephone:
     - ( )
   - Address
   - Employed – (State month and year)
     - From
     - To
   - Name of Supervisor
   - Weekly pay
     - Start
     - Last
   - State Job Title and Describe Your Work
   - Reason for Leaving

3. **Company Name**
   - Telephone:
     - ( )
   - Address
   - Employed – (State month and year)
     - From
     - To
   - Name of Supervisor
   - Weekly pay
     - Start
     - Last
   - State Job Title and Describe Your Work
   - Reason for Leaving

4. **Company Name**
   - Telephone:
     - ( )
   - Address
   - Employed – (State month and year)
     - From
     - To
   - Name of Supervisor
   - Weekly pay
     - Start
     - Last
   - State Job Title and Describe Your Work
   - Reason for Leaving

---

We may contact the employers listed above unless you indicate those you do not want us to contact.

Employer Number(s): [ ] 
Reason: [ ]

DO NOT CONTACT
MILITARY

Did you serve in the U.S. Armed Forces?  □ Yes  □ No  If “Yes,” in what Branch?

Describe any training received relevant to the position for which you are applying.

Membership in Professional or Civic Organizations
(Exclude those which may disclose your race, color, religion or national origin)

The information requested is needed for a legally permissible reason, including, without limitation, national security considerations, a legitimate occupational qualification or business necessity. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits discrimination based on age, citizenship and disability. The laws of most states also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status and sexual preference.

Are you a U.S. Citizen?  □ Yes  □ No
Are you over 18 years of age?  □ Yes  □ No  If not, employment is subject to verification of age.

Have you ever been bonded?  □ Yes  □ No
If “Yes”, with what employer?

Have you been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by a court?  □ Yes  □ No
If “Yes”, describe in full.

State names of relatives and friends working for us, other than your spouse:
## REFERENCES

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Address</td>
</tr>
<tr>
<td></td>
<td>Phone Number ( )</td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Name</td>
</tr>
<tr>
<td></td>
<td>Address</td>
</tr>
<tr>
<td></td>
<td>Phone Number ( )</td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Name</td>
</tr>
<tr>
<td></td>
<td>Address</td>
</tr>
<tr>
<td></td>
<td>Phone Number ( )</td>
</tr>
</tbody>
</table>

---

**APPLICANT'S AUTHORIZATION TO CONTACT EMPLOYERS, EDUCATIONAL INSTITUTIONS AND REFERENCES**

I, ____________________________, have applied for employment with the Township of Upper St. Clair ("TOWNSHIP"). I hereby authorize the "TOWNSHIP" to contact any present or former employer, any educational institution which I have attended and/or any other person or organization which may provide a background reference in order to obtain any information concerning myself and my suitability to the employment which is being sought.

__________________________  __________________________
Signature                        Date