

TOWNSHIP OF UPPER ST. CLAIR APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status

PERSONAL INFORMATION

Last Name	First	Middle	Date
Street Address			Home Telephone ()
City, State, Zip			Business Telephone ()
Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Month and Year _____ Location _____			Social Security #
Position Desired			Pay Expected
Apart from absence for religious observance, are you available for full-time work? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, what hours can you work? _____			Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you legally eligible for employment in the United States?			When will you be available To begin work? _____
Other special training or skills (languages, machine operation, etc.)			

EDUCATION INFORMATION

School	Name and Location of School	Course of Study	No. of Years Completed	Did you Graduate?	Degree or Diploma
Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/Trade/ Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Elementary				<input type="checkbox"/> Yes <input type="checkbox"/> No	

MILITARYDid 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 NoAre 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

1	Name Address Phone Number ()
2	Name Address Phone Number ()
3	Name Address Phone Number ()

**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