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POTTER COUNTY 1 NORTH MAIN ST. COUDERSPORT, PA 814-274-8290

Employment Application

We are an Equal Opportunity Employer. Please complete entire application and sign at the end.

APPLICANT INFORMATION			DATE:			
NAME						
Firs	t	middle		ł	est	
ADDRESS						
S1	reet		city	state	zip code	
PHONE NUMBER		Ε	MAIL			
Are you legally authorized to wo	rk in the U.S.? (If hired, you	will be required to provi	de proof of work authorization.)	Yes	□ No	
Are you at least 18 years of age? (If not, your employment will be subject to verification that you meet state/federal minimum age requirements for the type of work you are applying for and have obta valid work permit.)						
Have you ever pleaded "guilty" o	or "no contest" or been co	nvicted of a crime?		🛛 Yes	🗆 No	
If yes, please explain 1) nature o ment. You should not disclose any ir				ăon will not ne	cessarily bar you from employ-	
Have you ever applied for a posi	tion with Potter County be	fore? H	ave you ever worked for Potte	er County befo	ore?	
	If yes, when:					
				Under what i	name:	
Will you travel if job requires it?	🗌 Yes 📄 No	V	Vill you work overtime if requi	red? 🗌 Yes	⊡ No	
POSITION APPLYI						
POSITION	······································		🗆 Part-Time		🗆 Full-Time	
SHIFT PREFERENCE			DESIRED COMPE	NSATION		
WHEN CAN YOU START?						
HOW WERE YOU REFER	RED TO THIS POSITIC	N?				
🗆 Walk-In	□ Newspaper	🗆 Internet	□ Agency (e>	<: CareerLi	nk)	
□ Friend/Relative	🗆 School	□ Other	ang tang mang mang mang mang pang pang mang mang mang mang mang mang mang m			

SPECIAL SKILLS

Please list any skills you possess that would be valuable to the position you are applying for.			

EDUCATION

SCHOOL NAME	LOCATION (CITY,STATE)	NO. YEARS ATTENDED	MAJOR SUBJECTS	DIPLOM/ DEGREE	A OR RECEIVED
High					
				□ Yes	□ No
College					
				🗆 Yes	🗆 No
			Туре:		<u>-</u>
Graduate					
			Type:	□ Yes	□ No
Other (specify)			.,pc,		
			· · · · · · · · · · · · · · · · · · ·	🗆 Yes	🗆 No
			Туре:		. <u> </u>

RELEVANT TRAINING

Please list any relevant training courses/programs completed.				
		DATE(S) ATTENDED		
		DATE(S) ATTENDED		
		DATE(S) ATTENDED		
Are you licensed/have certifications which will assist in the job? Please explain.				
LICENSE/CERTIFICATION				
NUMBER	STATE ISSUED	EXPIRATION DATE		

1.14 1.1

EMPLOYMENT HISTORY Start with most recent; use separate sheet if necessary.

NAME OF EMPLOYER	TELEPHONE
ADDRESS	
JOB TITLE	EMPLOYMENT DATES (month and year) From To
DESCRIPTION OF DUTIES	
NAME OF IMMEDIATE SUPERVISOR	REASON FOR LEAVING
COMPENSATION start	end
NAME OF EMPLOYER	TELEPHONE
ADDRESS	
JOB TITLE	EMPLOYMENT DATES (month and year)
DESCRIPTION OF DUTIES	From To
NAME OF IMMEDIATE SUPERVISOR	REASON FOR LEAVING
	end
NAME OF EMPLOYER	TELEPHONE
ADDRESS	
JOB TITLE	EMPLOYMENT DATES (month and year)
DESCRIPTION OF DUTIES	
NAME OF IMMEDIATE SUPERVISOR	REASON FOR LEAVING
COMPENSATION start	end

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EMPLOYMENT REFERENCES

List individuals familiar with your job qualifications (other than relatives or personal friends).

	<u></u>				
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	DRESS				
но	W LONG KNOWN?	TELEPHONE DAY	EVENING		
NAI	ME		RELATIONSHIP		
ADI	DRESS				
но		TELEPHONE DAY	EVENING		
NAI	ME		RELATIONSHIP		
ADI	DRESS				
но		TELEPHONE DAY	EVENING		
	Please	e Read Carefully Before	Signing This Form		
1. 2.	 All information contained in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am hired, regardless of when such information is discovered. I authorize Potter County to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harmless any persons or 				
3.	organizations providing information pertaining to me or my employment. I understand that upon receiving a job offer, a physical examination and drug screening may be required. (Note: If this is a job requirement, you will be notified.)				
4.	I. I understand that prior to my employment I may be asked to sign a background check consent form or other documentation in order to facilitate my hiring. I agree to sign these forms.				
5.	 I understand that this application remains current for only 90 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 for me to reapply and fill out a new application. 				
6. Potter County does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizen-ship, age, disability, or any other protected status under applicable federal, state or local law. The Company likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate or non-employee (such as a vendor or customer). Potter County takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.					
7.	7. Regardless of whether or not I become employed by Potter County , I recognize that this application is not and should not be considered a contract of employment. I understand that employment with Potter County is on an at-will basis and that my employment may be terminated with or without cause, and without notice, at any time, at my option or Potter County's, unless specifically provided otherwise in a written employment contract. I further understand that no Potter County employee or representative has the authority to enter into a contract regarding duration or terms and conditions of employment other than an officer or official of Potter County, and then only by means of a signed, written document.				
sic	SIGNATURE OF APPLICANT DATE				

THANK YOU FOR YOUR INTEREST IN WORKING FOR POTTER COUNTY.