

APPLICATION for EMPLOYMENT

MERCER COUNTY CAREER CENTER

776 Greenville Road
Mercer, Pennsylvania 16137
724-662-3000

Date _____

(Please type or print)

POSITION(S) DESIRED _____

Name _____
Last First Middle

Present Address _____ (_____) _____
Street Telephone

City State Zip

Permanent Address _____ (_____) _____
Street Telephone

City State Zip

E-Mail Address (if available) _____

Cell Phone _____

Date Available for Employment _____

EDUCATIONAL BACKGROUND

	School or Institution and Location	Major / Minor	Diplomas, Degrees, or certificate/credits earned
High School			
College / University			
Technical School			
Other			

EXPERIENCE (Present or most recent first)

Dates From _____ To _____ _____	Name of Employer and Address _____ _____ _____ Phone Number _____	Your title _____ Reason for leaving _____ _____
Name and Title of Supervisor		Final Yearly Salary

Dates From _____ To _____ _____	Name of Employer and Address _____ _____ _____ Phone Number _____	Your title _____ Reason for leaving _____ _____
Name and Title of Supervisor		Final Yearly Salary

Dates From _____ To _____	Name of Employer and Address _____ _____ _____ Phone Number _____	Your title _____ Reason for leaving _____ _____
Name and Title of Supervisor		Final Yearly Salary

REFERENCES

References should be individuals who have first-hand knowledge of your working competence and your personal qualifications. If any person(s) listed should not be contacted for reference at the present time, indicate in the left-hand margin the date contact(s) may be made.

Name	Position	Address	Telephone

OTHER QUALIFICATIONS

Detail any information regarding special job-related skills and qualifications acquired from employment or other experiences (including U.S. military service) and/or state any additional information you feel may be helpful in considering your application, i.e. honors, awards, activities, technology skills, etc.

GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer "YES" to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal offense?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you currently under charges for a criminal offense?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever forfeited bond or collateral in connection with a criminal offense?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Within the last ten years, have you been fired from any job for any reason?

☐ Yes
☐ No

Within the last ten years, have you quit a job after being notified that you would be fired?

☐ Yes
☐ No

Are you subject to any visa or immigration status which would prevent lawful employment?

☐ Yes
☐ No

NOTE: If you answered "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet, and include your social security number.

ACT 34 PENNSYLVANIA STATE CRIMINAL HISTORY RECORD

Prior to hire each candidate must submit a copy of a report of Criminal History Record from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the State Police Central Repository contains no such information relating to that person. The criminal history record report must be no more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.

ACT 151 PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

Prior to hire each candidate must submit a copy of an official clearance statement obtained from the Pennsylvania Department of Public Welfare or a statement from the Department of Public Welfare that no record exists. The clearance statement must be no more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.

ACT 114 FEDERAL (FBI) CRIMINAL HISTORY REPORT

Prior to hire each candidate must submit a copy of a Federal Criminal History Report from the Federal Bureau of Investigation. The criminal history record report must be no more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.

ACT 168 SEXUAL MISCONDUCT/ABUSE DISCLOSURE RELEASE

Prior to hire each candidate must submit a signed Sexual Misconduct/Abuse Disclosure Release to be submitted to the candidate's current employer and any former employers that were school entities and/or where the applicant had direct contact with children.

I also understand that if hired, I shall be required to obtain new clearances every 60 months at my expense to retain employment.

CERTIFICATION AND RELEASE AUTHORIZATION

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I understand that any misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) terminating my employment.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that the officials of Mercer County Career Center may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to Mercer County Career Center. I further authorize these officials to investigate my background, now or in the future, to verify the information provided and release from liability all persons or entities supplying information regarding my background. However, I do not authorize the production of medical records or other information which would tend to actually identify a disability nor do I authorize inquiries which would include information related to any medical condition or medical history. Further, I do not waive any rights which I may have under state or federal law related to my right to challenge the disclosure of unlawful or inaccurate information, whether by Mercer County Career Center or allegations of employment discrimination because of race, color, sex, religion, national origin, ancestry, age or disability.

Date

Signature of Applicant (in ink)
(must be original)

Mercer County Career Center does not discriminate on the basis of age, race, color, national or ethnic origin, sex, or disability in employment or in the administration of any of its educational programs and activities in accordance with applicable federal statutes and regulations. Inquiries should be directed to Title IX Coordinator, Aaron Kline and Section 504 Coordinator, Mercer County Career Center, 776 Greenville Road, Mercer, Pennsylvania 16137, akline@mercercareercenter.org, 724-662-3000.