



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

First middle last

ADDRESS

street city state zip code

PHONE NUMBER

EMAIL

Are you legally authorized to work in the U.S.? (If hired, you will be required to provide proof of work authorization.) Yes No

Are you at least 18 years of age? Yes No

(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 obtained a valid work permit.)

Have you ever pleaded "guilty" or "no contest" or been convicted of a crime? Yes No

If yes, please explain 1) nature of crime, 2) date of conviction, 3) state and county in which convicted. (A conviction will not necessarily bar you from employment. You should not disclose any information regarding criminal records that have been sealed.)

Have you ever applied for a position with Potter County before?

Yes No If yes, when: _____

Have you ever worked for Potter County before?

Yes No If yes, when: _____

Under what name: _____

Will you travel if job requires it? Yes No

Will you work overtime if required? Yes No

POSITION APPLYING FOR

POSITION _____

Part-Time

Full-Time

SHIFT PREFERENCE _____

DESIRED COMPENSATION _____

WHEN CAN YOU START? _____

HOW WERE YOU REFERRED TO THIS POSITION?

Walk-In

Newspaper

Internet

Agency (ex: CareerLink)

Friend/Relative

School

Other _____

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	DIPLOMA OR DEGREE RECEIVED	
High				<input type="checkbox"/> Yes	<input type="checkbox"/> No
College				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				Type: _____	
Graduate				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				Type: _____	
Other (specify)				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				Type: _____	

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. Yes No

LICENSE/CERTIFICATION _____

NUMBER _____ STATE ISSUED _____ EXPIRATION DATE _____

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) 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) From _____ To _____	
DESCRIPTION OF DUTIES		
NAME OF IMMEDIATE SUPERVISOR		REASON FOR LEAVING
COMPENSATION start _____ end _____		

EMPLOYMENT REFERENCES

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

NAME _____	RELATIONSHIP _____
ADDRESS _____	
HOW LONG KNOWN? _____	TELEPHONE DAY _____ EVENING _____

NAME _____	RELATIONSHIP _____
ADDRESS _____	
HOW LONG KNOWN? _____	TELEPHONE DAY _____ EVENING _____

NAME _____	RELATIONSHIP _____
ADDRESS _____	
HOW LONG KNOWN? _____	TELEPHONE DAY _____ EVENING _____

Please Read Carefully Before Signing This Form

1. 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.
2. 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 organizations providing information pertaining to me or my employment.
3. 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 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, citizenship, 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. 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.

SIGNATURE OF APPLICANT _____ DATE _____

THANK YOU FOR YOUR INTEREST IN WORKING FOR POTTER COUNTY.