

APPLICATION FOR EMPLOYMENT
CITY OF BETHLEHEM
10 EAST CHURCH STREET
BETHLEHEM, PENNSYLVANIA 18018

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, marital status or veteran status, or the presence of a non-job related medical condition or disability.

NAME _____
Last First Middle

HOME ADDRESS _____
Number Street City State Zip

TELEPHONE _____ SOCIAL SECURITY NO. _____

Are you a U.S. Citizen? Yes No If No, Alien/Visa # _____

If not, are you eligible to work in the USA? Yes No

Select the position(s) for which you are qualified or for which you are applying.

1. UNSKILLED LABOR _____

2. SKILLED LABOR
- a. Carpenter
 - b. Electrician
 - c. Stone Mason
 - d. Mechanic
 - e. Radio Technician
 - f. Other _____

3. SECRETARIAL/CLERICAL
- a. Secretary/Clerk Typist
 - b. Account Clerk
 - c. Shorthand (Speed _____)
 - d. Typing (Speed _____)

4. TECHNICAL/PROFESSIONAL
- a. Accountant
 - b. Building Inspector
 - c. Communications Specialist
 - d. Housing Inspector
 - e. Drafts Designer/Engineer
 - f. Paramedic
 - g. Rehab Specialist
 - h. Laboratory Technician
 - i. Nurse
 - j. Planner
 - k. Chemist
 - l. Other _____

1. EMPLOYMENT EXPERIENCE

Start with your present or most recent position.

| | | | |
|-----------------------------|--------------------|-------|-------------|
| Employer | Salary | | |
| _____ | Start | _____ | Final _____ |
| Address | Employment Dates | | |
| _____ | From | _____ | To _____ |
| Job Title | Reason for Leaving | | |
| _____ | | | |
| Supervisor | Telephone No. | | |
| _____ | | | |
| Duties and Responsibilities | | | |
| _____ | | | |

| | | | |
|-----------------------------|--------------------|-------|-------------|
| Employer | Salary | | |
| _____ | Start | _____ | Final _____ |
| Address | Employment Dates | | |
| _____ | From | _____ | To _____ |
| Job Title | Reason for Leaving | | |
| _____ | | | |
| Supervisor | Telephone No. | | |
| _____ | | | |
| Duties and Responsibilities | | | |
| _____ | | | |

| | | | |
|-----------------------------|--------------------|-------|-------------|
| Employer | Salary | | |
| _____ | Start | _____ | Final _____ |
| Address | Employment Dates | | |
| _____ | From | _____ | To _____ |
| Job Title | Reason for Leaving | | |
| _____ | | | |
| Supervisor | Telephone No. | | |
| _____ | | | |
| Duties and Responsibilities | | | |
| _____ | | | |

| | | | |
|-----------------------------|--------------------|-------|-------------|
| Employer | Salary | | |
| _____ | Start | _____ | Final _____ |
| Address | Employment Dates | | |
| _____ | From | _____ | To _____ |
| Job Title | Reason for Leaving | | |
| _____ | | | |
| Supervisor | Telephone No. | | |
| _____ | | | |
| Duties and Responsibilities | | | |
| _____ | | | |

2. EDUCATIONAL INFORMATION

What is the highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

Name the schools you attended. Give a course of study.

| | | | |
|-------------------|-------|--------------|-------------|
| High School | _____ | Course | _____ |
| Vo-tech School | _____ | Course | _____ |
| Trade School | _____ | Course | _____ |
| Community College | _____ | Course | _____ |
| College | _____ | Degree _____ | Major _____ |
| Graduate School | _____ | Degree _____ | Major _____ |
| Other | _____ | Course | _____ |

List any special courses, trades, skills, business machines and skills, licenses, construction equipment, etc. which you possess or can operate.

3. MILITARY SERVICE:

Branch _____
Date Entered _____ Expiration of Active Duty _____

Did you receive Honorable Discharge? Yes No

Major responsibilities and schools attended: _____

FOR CIVIL SERVICE APPLICANTS: Do you claim VETERAN'S PREFERENCE? Yes No

A. Do you agree to accept the decision of the Board if rejected? Yes No

If approved, do you agree to abide by all the laws, rules and regulations that apply in the bureau in which you are employed? No Yes

B. Are you at least 18 (Fire applicants) or 21 (Police applicants) Yes No years of age?

C. Have you taken the Police/Fire exam before? Yes No
If yes, when? _____ Did you pass or fail? Pass Fail

4. WORK AVAILABILITY:

If you are under 18, can you furnish a work permit? Yes No

Are you available to work Full Time Part Time
 Summer Temporary

Date Available for work _____

5. Have you ever applied for a City of Bethlehem job before? Yes No
 If so, when? _____
 For which jobs did you apply? _____
6. Have you ever been employed by the City? Yes No_If so, when and in what capacity? _____
7. Have you ever been fired or asked to resign from a position? Yes No
 If so, explain: _____
8. Do you have a valid Pennsylvania driver's license? Yes No
 If yes, give operator's number and class: # _____ Class _____
 Do you have a CDL? Yes No_Class _____
 (Please furnish copy of license.)
 List vehicles, other than passenger cars, which you can operate Proficiently: _____
9. Have you ever been convicted of a crime? Yes No If so, explain: _____

10. Name 3 references who are not relatives or former employers:

| | | |
|------------|---------------|-------------|
| Name _____ | Address _____ | Phone _____ |
| Name _____ | Address _____ | Phone _____ |
| Name _____ | Address _____ | Phone _____ |

PLEASE READ CAREFULLY

Applicant's Certification and Agreement

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal. In consideration of employment, I authorize the City of Bethlehem to make any investigation of my personal history, financial and credit record, or other relevant information through applicable source.*

*Note: The Provisions of the Fair Credit Reporting Act may be applicable if a credit report is obtained and considered.

Signature of Applicant: _____ Date: _____.

EQUAL EMPLOYMENT OPPORTUNITY DATA

The City of Bethlehem has a moral, as well as legal, commitment to provide equal employment opportunity and nondiscrimination in employment policies and practices on the basis of race, religion, color, sex, national origin, age or disability. We are also required to make periodic reports based on these categories, and are in violation of the law if we do not make such reports; therefore, we ask that you fill in the information requested below. **THIS IS STRICTLY VOLUNTARY.**

This information will not be used in any way to evaluate qualifications for employment, or any job performance. It will be used for statistical purposed only, and will be kept in a confidential file separate from the attached application for employment.

Thank you for your help in this matter.

NAME _____
Last First Middle

Please check where applicable (see next page for explanation of categories).

- | | | | |
|--------------------------|----------------------|--------------------------|-----------------------------------|
| <input type="checkbox"/> | White (Non-Hispanic) | <input type="checkbox"/> | Asian or Pacific Islander |
| <input type="checkbox"/> | Black (Non-Hispanic) | <input type="checkbox"/> | American Indian or Alaskan Native |
| <input type="checkbox"/> | Hispanic | <input type="checkbox"/> | Disabled |

SEX Male Female

BIRTHDATE: _____ AGE: _____

How did you learn about this position?

- | | | |
|--|---|-----------------------------------|
| <input type="checkbox"/> College referral | <input type="checkbox"/> E-mail inquiry | <input type="checkbox"/> Job Fair |
| <input type="checkbox"/> Military Referral | <input type="checkbox"/> Newspaper | <input type="checkbox"/> Radio |
| <input type="checkbox"/> Television | <input type="checkbox"/> Recruiter | <input type="checkbox"/> Website |
| <input type="checkbox"/> Bethlehem Police Officer (Please specify) | | |

 Other (Please Specify) _____

There are no clear cut scientific definitions of race that can be used for these categories. For these reporting purposes, a person may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging to. However, no person should check more than one race/ethnic category. General definitions are as followed:

- a. The category "White" (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- b. The category "Black" (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.
- c. The category "Hispanic": All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish Culture of origin, regardless of race.
- d. The category "Asian or Pacific Islander": All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- e. The category "American Indian or Alaskan Native": All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation of community recognition.

The definition to be used for "Disabled" is as followed:

An individual with a disability is any person who has a physical or mental impairment which substantially limits one or more of the person's major life activities; who has a record of such impairment, or is regarded as having such impairment.