

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 _____		

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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: _____.