

CITY OF BETHLEHEM

APPLICATION FOR EMPLOYMENT

The City of Bethlehem is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

This employment application will only be valid for one year from the date of the application. If you wish to be considered for employment subsequent to that date, a new application must be completed.

PLEASE PRINT ALL INFORMATION

Name: _____ Date: _____
Last First M.I.

Home Address: _____
Number/Street City State Zip Code

Telephone: (____) _____ E-mail Address: _____

Social Security Number: _____ Are you 18 years of age or older? Yes No

Position Applying For: _____

Technical/Professional Secretarial/Clerical Skilled Labor Labor

Fire – *This position is governed by Civil Service regulations. Please complete questions 1 to 5 only if you are applying for a Fire position.*

1. Do you claim Veteran's preference? Yes No
2. Do you agree to accept the decision of the Civil Service Board if rejected? Yes No
3. If approved, do you agree to abide by all the laws, rules and regulations that apply in the bureau in which you are employed? Yes No
4. Are you at least 18 years of age (Fire) or 21 years of age (Police)? Yes No
5. Have you taken the Fire or Police exam before? If yes, date: _____ Pass Fail

Are you legally eligible to work in the United States? Yes No (Note: The Federal Immigration and Reform and Control Act of 1986 requires that a DHS Employment Eligibility Verification "Form I-9" be completed for every new hire and that within 3 business days of beginning work every new hire must present to the employer documentation establishing his/her identity and authorization to work. This federal requirement must be satisfied as a condition of employment.)

Are you available to work: Full-time Part-time Temporary Summer Contract

Date you are available for work: _____

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

Have you ever applied or worked for the City of Bethlehem? Yes No

If yes, please indicate date and job title: _____

Have you been convicted of a crime other than minor traffic offense within the past seven years? Yes No

If yes, please explain: _____

Note: Conviction of a crime does not automatically eliminate you from consideration for employment. Such factors as age, date of conviction, seriousness and nature of crime will be considered. Current background checks are required for specific positions.

EDUCATION

High School:	Did you graduate? <input type="checkbox"/> Y <input type="checkbox"/> N	Highest grade completed:	Diploma or G.E.D.?
College/University:	From: To:	Major:	Graduate? <input type="checkbox"/> Y <input type="checkbox"/> N Degree:
Graduate School:	From: To:	Major:	Graduate? <input type="checkbox"/> Y <input type="checkbox"/> N Degree:
Technical School:	From: To:	Area of study:	Graduate? <input type="checkbox"/> Y <input type="checkbox"/> N

Do you possess a current CDL? Y N If yes, please indicate level of CDL: _____

Do you possess a current PA Driver's license? Y N If yes, list operator number and class: _____

List any other special courses, skills, construction equipment, etc. which you possess or can operate:

List any professional licenses or memberships:

Type of License Held: _____

Professional Memberships: _____

MILITARY SERVICE

Branch: _____ Date Entered: _____ Exp. of Active Duty: _____

Honorable Discharge: Y N Major responsibilities or schools attended: _____

REFERENCES

Please list three references who are not relatives or former employers.

Name and Job Title	Address	Relationship to You	Phone/E-mail Address
1.			
2.			
3.			

EMPLOYMENT EXPERIENCE

Please complete the following, starting with your present or most recent employer.

Employer:	Employed From:	To:
Address:	Rate of Pay, Starting:	Ending:
Phone:	Job Title:	
Supervisor:	Duties:	
Reason for Leaving:		

Employer:	Employed From:	To:
Address:	Rate of Pay, Starting:	Ending:
Phone:	Job Title:	
Supervisor:	Duties:	
Reason for Leaving:		

Employer:	Employed From:	To:
Address:	Rate of Pay, Starting:	Ending:
Phone:	Job Title:	
Supervisor:	Duties:	
Reason for Leaving:		

Employer:	Employed From:	To:
Address:	Rate of Pay, Starting:	Ending:
Phone:	Job Title:	
Supervisor:	Duties:	
Reason for Leaving:		

Employer:	Employed From:	To:
Address:	Rate of Pay, Starting:	Ending:
Phone:	Job Title:	
Supervisor:	Duties:	
Reason for Leaving:		

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 and authorize the City of Bethlehem to verify their accuracy and to obtain reference information on my work performance. I hereby release the City of Bethlehem from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

Signature of Applicant _____ Date: _____