

# CITY OF BETHLEHEM

## APPLICATION FOR EMPLOYMENT

### General 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

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: \_\_\_\_\_

Minimum salary requirement: \_\_\_\_\_

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: \_\_\_\_\_

#### 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:<br>To:                                                            | Major:                   | Graduate? <input type="checkbox"/> Y <input type="checkbox"/> N<br>Degree: |
| Graduate School:    | From:<br>To:                                                            | Major:                   | Graduate? <input type="checkbox"/> Y <input type="checkbox"/> N<br>Degree: |
| Technical School:   | From:<br>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:

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List any professional licenses or memberships:

Type of License Held: \_\_\_\_\_

Professional Memberships: \_\_\_\_\_

## 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:            | Job Title:     |     |
| Phone:              | Duties:        |     |
| Supervisor:         |                |     |
| Reason for Leaving: |                |     |

|                     |                |     |
|---------------------|----------------|-----|
| Employer:           | Employed From: | To: |
| Address:            | Job Title:     |     |
| Phone:              | Duties:        |     |
| Supervisor:         |                |     |
| Reason for Leaving: |                |     |

|                     |                |     |
|---------------------|----------------|-----|
| Employer:           | Employed From: | To: |
| Address:            | Job Title:     |     |
| Phone:              | Duties:        |     |
| Supervisor:         |                |     |
| Reason for Leaving: |                |     |

\*Criminal background checks will only be performed for those applicants being considered finalists for a position with the City. The discovery of a criminal conviction will not automatically disqualify an applicant from employment. The City will consider the nature of the conviction in accordance with the law and how it relates to the requirements and duties of the position applied for.

**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: \_\_\_\_\_