

# Application for Employment

Personnel Director  
Columbia County  
P.O. Box 380  
Bloomsburg, PA 17815

Date: \_\_\_\_\_  
Department: \_\_\_\_\_  
Position: \_\_\_\_\_

## PERSONAL DATA

Name \_\_\_\_\_  
Last First Middle

Home Address \_\_\_\_\_  
Number Street City  
State Zip Code Twp. or Borough

Phone Number ( ) \_\_\_\_\_  
Home Cell  
( ) \_\_\_\_\_  
Other Email

Columbia County is an Equal Opportunity Employer. Our personnel policy is aimed at assuring equal treatment to all individuals with regard to employment, rates of pay and all other terms and conditions of employment regardless of race, religion, color, nationality, origin, sex, age, veteran's status or non-job related physical or mental disability.

This application is made available to you for your convenience. If you e-mail the application we cannot guarantee confidentiality. If you have a concern about confidentiality please mail your application to us.

## EDUCATION

School & Location	Course of Study	# of Years	Did you Graduate
High School			
College			
Trade, Business School			

## U.S. MILITARY SERVICE

Please describe any additional skills you acquired while serving in any branch of the U.S. Armed Forces, which would be relevant for the position for which you are applying:

\_\_\_\_\_  
\_\_\_\_\_

Type of Discharge:

\_\_\_\_\_

# *Application for Employment*

## **EMPLOYMENT EXPERIENCE**

List below your last three employers, starting with your current (or last) employer

Company Name & Location                      Dates of Employment                      Job Title & Wage                      Reason for Leaving (be specific)

Phone: (    ) \_\_\_\_\_                      Contact Person: \_\_\_\_\_

Company Name & Location                      Dates of Employment                      Job Title & Wage                      Reason for Leaving (be specific)

Phone: (    ) \_\_\_\_\_                      Contact Person: \_\_\_\_\_

Company Name & Location                      Dates of Employment                      Job Title & Wage                      Reason for Leaving (be specific)

Phone: (    ) \_\_\_\_\_                      Contact Person: \_\_\_\_\_

Are you employed now? \_\_\_\_\_      If so, may we inquire of your present employer? \_\_\_\_\_

Do you have a current legal Pennsylvania Driver's License? \_\_\_\_\_      CDL? \_\_\_\_\_

## **SECURITY DATA**

Have you ever been arrested and/or charged with any crime? \_\_\_\_\_

Describe the circumstances and disposition including date, nature and place of the offense.

Conviction will not necessarily disqualify an applicant from employment.

Are you a U.S. citizen or national, an alien lawfully admitted to permanent residence or an alien authorized to work in the United States? \_\_\_\_\_

If you are selected for hire you will be expected to furnish proof of your status upon receipt of the appointment letter.

### **For Columbia County Prison applicants only.**

1. Have you ever engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution? \_\_\_\_\_
2. Have you ever been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse? \_\_\_\_\_
3. Have you ever been civilly or administratively adjudicated to have engaged in the activity described in question #2? \_\_\_\_\_

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## **REFERENCES**

1.	_____	_____
	Name	Phone #
	_____	_____
	Address	Occupation
2.	_____	_____
	Name	Phone #
	_____	_____
	Address	Occupation
3.	_____	_____
	Name	Phone #
	_____	_____
	Address	Occupation

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## **APPLICANTS STATEMENT**

*I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation (including a criminal background check) of all statements contained in this application for employment as may be necessary in arriving at an employment decision.*

*This application for employment shall be considered active for a period of time not to exceed six (6) months.*

*In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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**FOR PERSONNEL DEPARTMENT USE ONLY**

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Forwarded to: \_\_\_\_\_

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