



## APPLICATION FOR EMPLOYMENT

The City of Williamsport & River Valley Transit is an Affirmative Action and Equal Opportunity employer. Various federal, state and local laws prohibit discrimination based on race, color, religion, sex, age, national origin, disability or veteran’s status. It is the policy of the City of Williamsport & River Valley Transit to comply fully with applicable law, and information requested on this application will not be used for any purpose prohibited by law.

**(PLEASE PRINT)**

Date of Application \_\_\_\_\_

Position(s) Applied For \_\_\_\_\_

Referral Source:      Advertisement                      Friend                      Other \_\_\_\_\_  
    Employment Agency                      Relative

NAME \_\_\_\_\_  
Last    First    Middle

ADDRESS \_\_\_\_\_  
Number & Street    City    State    Zip

PHONE: \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

Have you filed an application here before? ..... Yes      No  
 If YES, indicate date: \_\_\_\_\_

Have you been employed here before? ..... Yes      No  
 If YES, indicate dates: From: \_\_\_\_\_ To \_\_\_\_\_

Are you a citizen of the United States? ..... Yes      No  
(Proof of U.S. citizenship or immigration status will be required if hired.)

Are you available for work:              Full-time              Part-time              Shift Work

Are you on layoff and subject to recall? ..... Yes      No

Can you travel if the job requires it? ..... Yes      No

Do you have any relative working here? ..... Yes      No  
 If YES, List Name(s): \_\_\_\_\_

Have you been convicted of a felony within the last seven (7) years? ..... Yes      No  
 If YES, Explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Are you a veteran of the U. S Military Service? ..... Yes      No

Do you have a valid vehicle operator’s license? ..... Yes      No  
(Proof of license may be required if hired, dependent upon position.)



## EDUCATION

	ELEMENTARY	HIGH SCHOOL	COLLEGE	GRADUATE/ PROFESSIONAL
SCHOOL NAME & CITY				
YEARS COMPLETED				
DIPLOMA OR DEGREE	N/A			
COURSE OF STUDY	N/A			

Describe any specialized training, skills or activities you have which are pertinent to this position:

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## EMPLOYMENT

List each job held. Start with your current or most recent job including military service. If you have not worked, include any volunteer activities, but exclude groups that indicate race, color, religion, sex or national origin. If you need additional space, please attach a separate sheet of paper.

Employer
Address
Telephone No.
Job Title
Supervisor
Work Performed

Dates Employed:	From _____
	To _____
Hourly Rate or Salary:	Starting _____
	Ending _____
Reason for Leaving:	

Employer
Address
Telephone No.
Job Title
Supervisor
Work Performed

Dates Employed:	From _____
	To _____
Hourly Rate or Salary:	Starting _____
	Ending _____
Reason for Leaving:	



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Work Performed

Dates Employed:	From _____
	To _____
Hourly Rate or Salary:	Starting _____
	Ending _____
Reason for Leaving:	

May we contact above employers?                      Yes              No

Summarize any special skills or qualifications acquired from previous employment or experience, which would be applicable to this position:

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**REFERENCES**

List names, addresses, and phone numbers of three references not related to you.

1. \_\_\_\_\_

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2. \_\_\_\_\_

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3. \_\_\_\_\_

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## STATEMENT

I certify that the information provided herein is true and complete to the best of my knowledge.

I authorize investigation by the City of Williamsport & River Valley Transit of all information and references contained in this Application for Employment as may be necessary in arriving at a decision concerning my employment. I hereby release the City of Williamsport & River Valley Transit, its agents and representatives, from any and all liability for such investigation and all previous employers, companies/corporations, organizations, and other persons for cooperating with such investigation. If my position is non-union, I acknowledge and agree that my employment shall be at-will. This means I may terminate my employment at any time, for any reason, and the City of Williamsport & River Valley Transit may terminate my employment at any time, for any reason whatsoever.

In the event of employment, I understand that any false or misleading information, statements, or representations given in my application or interview(s) will result in my discharge at any time. I also understand that I am required to abide by all policies, procedures, rules, and regulations of the City of Williamsport & River Valley Transit.

SIGNATURE OF APPLICANT:	DATE:
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