

WESTMORELAND COUNTY
2 North Main Street Greensburg, PA 15601



APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer

Westmoreland County maintains a policy where qualified applicants are hired on the basis of fitness and merit without regard to race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information, or veteran status.



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Date: _____

Name: _____ **Position Desired:** _____

Address: _____

City: _____ **State:** _____ **ZIP:** _____

Telephone (Home): _____ **(Other):** _____

SS#: _____ **Email Address:** _____

Do you wish to work: Full Time Part Time Temporary

Are you a resident of Westmoreland County? Yes No
If no, residency must be established within 180 days of beginning employment and maintained throughout employment.

Were you previously employed by Westmoreland County? Yes No

If any records are under another name than listed above, please specify name: _____

Are you a U.S. citizen? Yes No

If no, do you possess a valid alien registration card? Yes No

Card No: _____ **(Verification required)**

Do you possess a valid Pennsylvania Driver's License? Yes No

License# _____

Have you ever been bonded? Yes No

If yes, what position? _____

Have you ever been convicted of a felony within the last 5 year? Yes No
Give dates and explain _____

Conviction of a felony is not a bar to employment. Each case is considered on its merits in relation to the position for which you are applying.

Are you aware of any reason why you cannot perform the essential functions of the job? Yes No

Have you ever been dishonorably discharged from a branch of the United States Armed Forces? Yes No

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Employer: **From:** **To:**
Address:
Telephone: **Start Salary:** **Final Salary:**
Title: **Supervisor's Name/Title:**
Reason for leaving:
Duties:

Employer: **From:** **To:**
Address:
Telephone: **Start Salary:** **Final Salary:**
Title: **Supervisor's Name/Title:**
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Employer: **From:** **To:**
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Title: **Supervisor's Name/Title:**
Reason for leaving:
Duties:

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Did you graduate from High School?

Yes

No

GED?

**School/
College Name**

Address

Major

**Last Yr
Completed**

**Check if
Graduated**

Degree

Other
(specify)

Clerical applicants please list:

Typing

wpm

Word Processing

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Shorthand

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Do you have a current license/certificate necessary to the position?

Yes

No

Please list license/certificate and the date of issue:

List any other training, skills, experience, licenses which you feel are relevant to the position:

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Name

Address

Occupation

Telephone Number

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My signature below certifies the truth and accuracy of all statements contained in this application (and accompanying resume, if any). I understand that any false statements, omissions, or inaccuracies will disqualify me from consideration for employment or, if discovered after employment, will be cause for discharge.

I authorize Westmoreland County to verify and investigate any and all information contained in this application, including, but not limited to contacting any and all employers, schools and references.

I understand in the event that I am hired, my effective date of employment will be the actually commence work subject to the conditions of any probationary period established by labor agreement or County policy. I understand that my employment can be terminated, with or without cause, at any time at the discretion of either the County or myself. I agree to comply with and be bound by the safety rules if hired and other rules and regulations of the County. I also understand that no representative of Westmoreland County has any authority to enter into an agreement for employment for any specified period of time or other work conditions.

If I am not hired, I understand that this application will be kept on file for a period of six (6) months. After this period if I wish to be considered for employment with the County, I must complete and submit another application.

I do not permit the Westmoreland County Human Resources department to forward my resume or employment information sheet to other potential employers that may have a potential career opportunity available. I also understand that this is not an offer of employment; but an additional opportunity that may be presented and I am under no obligation to accept other offers.

Date

Signature of Applicant

For Human Resources Department Use Only

Test:

Typing _____ wpm Word Processing _____ wpm Shorthand _____ wpm

Interview Date: ___ / ___ / ___ Interviewer's Initials: _____

Applicant information posted: _____

**Westmoreland County
An Equal Opportunity Employer
Applicant Information
Confidential**

This information is collected from all applicants for purposes of complying with Equal Employment Opportunity and Affirmative Action laws and regulations. It will not be used as selection criteria and will be treated as personal and confidential. Completion of this form is VOLUNTARY.

Address (City, State, ZIP code only):

Position Applied:

Date Applied:

Date of Birth:

Sex:

Male

Female

Referral Source:

Ethnic Category:

American Indian or Alaskan Native. All persons having origins in any of the peoples of America.

Asian or Pacific Islander. All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example: China, Japan, Korea, the Philippine Islands and Samoa.

Black (not of Hispanic origina). Persons having origins in any of the Black racial groups of Africa.

Hispanic. All persons of Mexica, Puerto Rican, Cuban, Central or South America or other Spanish Culture.

White (not of Hispanic origin). All persons having origins in any of the peoples of Europe, North Africa, or the Middle East.

DISABILITY AND VETERAN CATEGORY:

A qualified disabled individual is a person who (1) has a physical or mental impairment which substantially limits one or more of that person's major life activities, or (2) has a record of such impairment, or (3) is regarded as having such impairment, and (4) is capable (qualified) of performing a particular job with reasonable accommodation to his/her disability.

A qualified disabled veteran is (1) a person entitled to disability compensation under laws administered by the Veterans Administration for disability at 30% or more, or (2) a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty, and (3) is capable (qualified) of performing a particular job with reasonable accommodation to his/her disability.

A Vietnam Era veteran is (1) a person who a) actively served for more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975 and was released with other than a dishonorable discharge, or b) was released from such active duty for a service-connected disability, and (2) a person who was discharged/released within 48 months prior to an alleged violation of the Act and/or of the regulation issued thereunder on July 26, 1976.

I am a _____ and would like to be included in your Affirmative

Action Program.

My disability is: