



COUNTY OF LAWRENCE

Application for Employment

-OFFICE OF-
HUMAN RESOURCES

COUNTY COMMISSIONERS
Daniel J. Vogler, Chairman
Robert Del Signore, Sr.
Steve Craig

Office Of Human Resources
Office: 724.656.2164
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Lawrence County Government Center
430 Court Street
New Castle, Pa, 16101-3593
Website: www.co.lawrence.pa.us

Lawrence County, PA considers applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. Equal opportunity employer M/F/H/V.

PLEASE PRINT IF FILLING OUT BY HAND

Position(s) Applied For			Date of Application	
Last Name		First Name		M.I.
Address		City	State	Zip Code
Telephone Number		Alternate Number		Email Address

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No
 Have you ever been convicted of a felony? Yes No
(Conviction will not necessarily disqualify an applicant from employment)

If yes, explain _____

Have you ever filed an application with us before? If yes, give date Yes No
 Do any of your friends or relatives work here? Yes No

If yes, state name, relationship and location: _____

Are you currently employed? Yes No

If yes, may we contact your present employer and please provide name _____

Are you prevented from lawfully becoming employed in this Country because of visa or immigration Status? *Proof of citizenship or immigration status will be required upon employment* Yes No

Date available for work: _____ What is your desired salary? _____

Are you available to work: Full Time (Please indicate 1st 2nd or 3rd shift)

Are you available to work: Part Time (Please indicate Mornings Afternoons Evenings)

Are you available to work: Temporary (Please indicate date available)

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Do you have a valid driver's license? Yes No

Veteran? Yes No

Have you ever been terminated from a job? Yes No

If yes, why? _____

EDUCATION	Name and Address of School	Course of Study	Number of Years	Diploma or Degree
High School				
College				
Technical School				
Other (specify)				
Additional Information				

Start with your present or last job; include any job related military service assignments and volunteer activities. Exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.

	Dates of Employment		Description of Duties
	From	To	
Employer			
Address			
Telephone Number	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May we contact?		Yes No

	Dates of Employment		Description of Duties
	From	To	
Employer			
Address			
Telephone Number	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May we contact?		Yes No

	Dates of Employment		Description of Duties
	From	To	
Employer			
Address			
Telephone Number	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May we contact?		Yes No

	Dates of Employment		Description of Duties
	From	To	
Employer			
Address			
Telephone Number	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May we contact?		Yes No

PERSONAL/PROFESSIONAL REFERENCES			
Name	Phone Number	Best Time to Call	Occupation

If I am hired, I understand that I am free to resign at any time, with or without cause, and without prior notice, and the County of Lawrence reserves the same right to terminate my employment at any time with or with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration.

_____ Initial

I hereby authorize the County of Lawrence to thoroughly investigate my references, work records, education, criminal history, and other matters related to my suitability for employment and, further, authorize my current and former employers to disclose to the company any and all letters, reports and other information pertaining to my employment with them, without giving me prior notice of such disclosure. In addition, I hereby release the County of Lawrence my current and former employers, and all other persons, corporation, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ Initial

I understand that if offered employment, the offer is contingent on my passing a pre-employment alcohol and drug screen and alcohol/drug screen and pre-employment physical. By signing this application, I voluntarily agree to submit to a pre-employment alcohol/drug screen and pre-employment physical upon receipt of a verbal offer of employment. I understand that failure to pass the alcohol/drug screen and/or physical will result in withdrawal of the employment offer.

_____ Initial

I certify that the answers given herein are true and complete to the best of my knowledge.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand, that if hired, I will be required to abide by all rules and regulations of the County.

Signature of Applicant _____

Date _____

LAWRENCE COUNTY IS
AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER M/F/V/D
Lawrence County complies with the Drug-Free Workplace Act of 1989