## *Please type or print. Only complete applications will be considered.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Applicant Information** | | | | | | | | | | | | | | | | | | | | | | | | |
| Position Applied For: | | | | |  | | | | | | | | | | | | | | Date: | | |  | |
| Name: |  | | | | | | | | |  | | | | | | | | | | | |  | |
| Last | | | | | | | | | | First | | | | | | | | | | | | M.I. | | |
| Address: |  | | | | | | | | | | | | | | | | | | | | |  | | |
| Street Address | | | | | | | | | | | | | | | | | | | | | | Apartment/Unit # | | |
|  |  | | | | | | | | | | | | | | | | | | | | |  |  | |
|  | City | | | | | | | | | | | | | | | | | | | | | State | ZIP Code | |
| Phone: | (       ) | | | | | | | | Alternate Phone: | | | | | | | | (       ) | | | | | | | |
| E-mail Address: | | | |  | | | | | | | | | | | | | | | | | | | | |
| Are you eligible to work in the United States? | | | | | | | YES | | | | | | | NO | |  | | | | | | | |
| Do you have a valid driver’s license? | | | | | | | YES | | | | | | | NO | |  | | | | | | | |
| Have you ever worked for this company or its subcontractors? | | | | | | | YES | | | | | | | NO | | If so, when? | |  | | | | | | |
| Have you ever plead guilty, no contest or been convicted of a crime? *Conviction of a crime does not necessarily bar employment.* | | | | | | | YES | | | | | | | NO | |  | | | | | | | | |
| If yes, explain: | | |  | | | | | | | | | | | | | | | | | | | | | |
| On what date would you be available for employment? | | | | | | | | | | | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Education | | | | | | | | | | | | | | | | | | | | | | | | |
| Do you have a high school diploma/equivalent? | | | | | | | | YES | | | | | | | NO | | | | | |  | | | |
|  | | **Institution and Location** | | | | | | | | | | | **Course of Study** | | | | | | | | **Degree or Certificate** | | | |
| College/ University | |  | | | | | | | | | | |  | | | | | | | |  | | | |
| College/  University | |  | | | | | | | | | | |  | | | | | | | |  | | | |
| College/  University | |  | | | | | | | | | | |  | | | | | | | |  | | | |
| College/  University | |  | | | | | | | | | | |  | | | | | | | |  | | | |
| Other | |  | | | | | | | | | | |  | | | | | | | |  | | | |
| Other | |  | | | | | | | | | | |  | | | | | | | |  | | | |
| Employment History **Please start with your current or most recent employment.** | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | **Most Current/Recent Employment** | | | | | **Previous Position** | | | | | | | | | **Previous Position** | | | | |
| **Employer / Job Title** | | | | | |  | | | | |  | | | | | | | | |  | | | | |
| **Immediate Supervisor / Phone / Email** | | | | | |  | | | | |  | | | | | | | | |  | | | | |
| **Dates of Employment** | | | | | |  | | | | |  | | | | | | | | |  | | | | |
| **Salary** | | | | | |  | | | | |  | | | | | | | | |  | | | | |
| **Reason for Leaving** | | | | | |  | | | | |  | | | | | | | | |  | | | | |
| **May We Contact This Employer?** | | | | | |  | | | | |  | | | | | | | | |  | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| References **Please list five references, professional preferred.** | | | | | | | | |
| **Name** | | **Company** | **Email Address** | **Phone** | | **Relationship** | | **Years Acquainted** |
|  | |  |  |  | |  | |  |
|  | |  |  |  | |  | |  |
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|  | |  |  |  | |  | |  |
|  | |  |  |  | |  | |  |
|  | | | | | | | | |
| Salary RequirementsPlease include your annual salary requirements, may include range. | | | | | | | | |
| |  |  | | --- | --- | | Requested Salary: $ |  | | | | | | | | | |
|  | | | | | | | | |
| Disclaimer and Signature | | | | | | | | |
|  | | | | | | | | |
| I certify that my answers are true, complete and correct to the best of my knowledge.  If this application leads to employment, I understand that false or misleading information in my application or interview may result in my immediate termination. I understand that information provided in the application is subject to verification for employment purposes. I agree to release any company or individual named in this application from liability associated with providing information on the applicant. I also agree to release CPWDC from liability associated with verifying the information supplied by the applicant.  I further understand that if employed by CPWDC, employment is voluntarily entered into and is not guaranteed for any term and that I or CPWDC may terminate the employment relationship at will at any time, with or without notice or cause.  CPWDC obtains an insurance bond on all of its employees and some job positions require working with children between the ages of 14 and 21. I understand that the CPWDC requires the successful completion of a background check(s) as a condition of employment. By submitting this Application for Employment, I hereby consent to and authorize such background checks (including criminal history, Child Abuse History Clearance and personal credit history) to be conducted by CPWDC at such point and time deemed appropriate by the CPWDC and without receiving further notification of these background check(s). | | | | | | | | |
| Signature: |  | | | | Date: | |  | |

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| Documentation |

In order to complete your application, please submit the following along with this employment application form:

* Cover Letter
* Current Resume

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| --- |
| Equal Opportunity Employer |

**Central Pennsylvania Workforce Development Corporation is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, gender, disability, veteran status, age or genetic information, sexual orientation, gender identity, political affiliation, or any other status protected under local, state or federal law.**

**Auxiliary aids and services are available upon request to individuals with disabilities.**