

WESTERN WESTMORELAND MUNICIPAL AUTHORITY

APPLICATION FOR EMPLOYMENT

The Western Westmoreland Municipal Authority is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, religion, national origin, sex, age, non-job related disability, union membership and activities, military status or veteran status. All information required on this application form is solicited for the purpose of determining abilities and skills required for proper job placement and to facilitate verification of the information requested.

INSTRUCTIONS: This application must be completed in its entirety. Please print in ink. If because of a disability you need assistance in completing this application form, or if you have questions, please notify the Assistant Secretary-Treasurer for the Authority at 724-864-0452.

Date: _____

Name: _____

Present Address: _____

How many years have you lived at this address: _____ Telephone No. (Home): _____

Mobile No.: _____

Email Address: _____

Position Applied For:

1. _____

2. _____

Full-Time: _____

Part-Time: _____

Summer Only: _____

Temporary: _____

Have you worked for us before? No _____ Yes _____ If yes, when and where? _____

If hired, on what date will you be able to start work? _____

Are you a United States Citizen or authorized to work in the United States? Yes _____ No _____
(Proof of US Citizenship or immigration status will be required upon an offer of employment.)

Are you 18 years old or over? Yes _____ No _____ (If under 18, you must furnish a work permit.)

May we contact your current employer? Yes _____ No _____

Can you work: Evenings Yes _____ No _____
Nights Yes _____ No _____
Weekends Yes _____ No _____
Holidays Yes _____ No _____

Are you available for "call-out" work? Yes _____ No _____

Have you ever been discharged or asked to resign? No _____ Yes _____ If yes, explain in full.

Have you ever been arrested and/or found guilty, including a plea of nolo contendere (no contest) or imposed a sentence for a felony or misdemeanor? No _____ Yes _____ If yes, explain the offense, including the crime, date, and sentence.

Are you on probation? No _____ Yes _____ If yes, describe in full (including dates).

NOTE: Positive responses to the above are not an automatic bar to employment. All circumstances will be considered.

Do you have a current and valid Pennsylvania Drivers License? Yes _____ No _____

Do you have a current and valid Pennsylvania Commercial Driver's License (CDL)? Yes _____ No _____

If yes, what Class and Endorsements: _____

If no, are you willing to obtain a "Class A" CDL within 9 months of hire date? Yes _____ No _____

Have you had any accidents during the past three years? If so, how many: _____

Have you had any moving violations during the past three years? If so, how many? _____

Note: Proof of a valid license and current driving record will be required upon offer of employment.

MILITARY SERVICE RECORD

Were you in the U.S. Armed Forces or National Guard? No _____ Yes _____

If yes, what branch? _____

Dates of Duty: From _____ To _____

Rank at Discharge: _____

List duties in the service including special training: _____

Are you presently in the Armed Forces Reserve: No _____ Yes _____

Active _____ Inactive _____ Branch _____

EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma/GED and/or Degree
High School				
Undergraduate School				
Graduate School				
Other (Specify)				

Describe any specialized training, certifications, licenses, apprenticeship, skills and educational, trade or professional organizations: _____

JOB KNOWLEDGE AND ABILITIES

Check any of the below skills that you are proficient in:

<u>Skills</u>	<u>Check Here</u>	<u>Equipment</u>	<u>Check Here</u>
Mechanical	_____	Chainsaw	_____
Electrical	_____	Basic Hand Tools	_____
Building Construction	_____	Power Tools	_____
Plumbing	_____	Air Tools	_____
Sanitary Sewer Work	_____	Skid Loader	_____
HVAC Maintenance/Repair	_____	Heavy Equipment	_____
Heavy Truck Maintenance	_____	Other (specify)	_____
Vehicle Maintenance	_____		_____
Blueprint Reading	_____		_____
Arc/TIG/MIG Welder	_____		_____

List all types of Equipment Maintenance and Repair you have performed: _____

List all types of Electrical installation, maintenance and repair you have performed, including the use of specialized meters and instruments for troubleshooting: _____

List all types of heavy equipment operated (skid loader, excavator, dozer, etc.). Did you maintain that equipment? (Y/N): _____

List your computer experience, including use of specific software, specialized software and/or training (e-mail, Microsoft Word, Microsoft Excel, Antero, Operator 10, GIS, CAD, Drafting, etc.): _____

Other qualifications such as special skills, abilities or honors that should be considered: _____

LIST ALL EMPLOYMENT HELD WITHIN THE TEN (10) YEAR PERIOD PRIOR TO TODAY,
BEGINNING WITH CURRENT OR MOST RECENT POSITION

EMPLOYMENT HISTORY NO. 1

Employer: _____

Address: _____

Job Title: _____

Dates Employed: From _____ To _____

Detailed Description of Duties: _____

Supervisor's Name: _____ Supervisor's Phone No.: _____

Reason for Leaving: _____

Hourly Rate/Salary: Starting _____ Ending _____

Do you expect this supervisor/employer to give a good reference? Yes _____ No _____

If no, please explain: _____

Were you:

Discharged or asked to resign by this employer? Yes _____ No _____

Ever disciplined (given a written warning, suspended, denied
a pay increase, etc.) by this employer? Yes _____ No _____

If yes to any of the above, please explain: _____

EMPLOYMENT HISTORY NO. 2

Employer: _____

Address: _____

Job Title: _____

Dates Employed: From _____ To _____

Detailed Description of Duties: _____

Supervisor's Name: _____ Supervisor's Phone No.: _____

Reason for Leaving: _____

Hourly Rate/Salary: Starting _____ Ending _____

Do you expect this supervisor/employer to give a good reference? Yes _____ No _____
If no, please explain: _____

Were you:
Discharged or asked to resign by this employer? Yes _____ No _____
Ever disciplined (given a written warning, suspended, denied
a pay increase, etc.) by this employer? Yes _____ No _____

If yes to any of the above, please explain: _____

EMPLOYMENT HISTORY NO. 3

Employer: _____

Address: _____

Job Title: _____

Dates Employed: From _____ To _____

Detailed Description of Duties: _____

Supervisor's Name: _____ Supervisor's Phone No.: _____

Reason for Leaving: _____

Hourly Rate/Salary: Starting _____ Ending _____

Do you expect this supervisor/employer to give a good reference? Yes _____ No _____
If no, please explain: _____

Were you:

Discharged or asked to resign by this employer?	Yes_____	No_____
Ever disciplined (given a written warning, suspended, denied a pay increase, etc.) by this employer?	Yes_____	No_____

If yes to any of the above, please explain: _____

REFERENCES

Do not refer to casual acquaintances or relatives. Refer to three people whom you know well either personally or in business.

1. Name: _____
Address: _____
Phone: _____
Number of Years Known: _____
2. Name: _____
Address: _____
Phone: _____
Number of Years Known: _____
3. Name: _____
Address: _____
Phone: _____
Number of Years Known: _____

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for rejection of this application and/or separation from WWMA's service if I have been employed.

CERTIFICATION, AUTHORIZATION AND AGREEMENT

I certify that the information supplied by me on this application form and in my resume, if any, is true and complete and does not contain any falsifications, omissions or concealments of material fact. I authorize WWMA to investigate the truth of this information and of any other information I may supply during a pre-employment interview. I further authorize every school, employer, person and agency identified by me on this form or in my resume to release any and all verifying information WWMA may solicit from it or them. I further authorize WWMA to investigate my criminal history and other aspects of my personal history, including my character and general reputation. If my application is denied in whole or in part because of information contained in a criminal history records report, WWMA will so advise me.

I hereby release all law enforcement agencies, my former employers, all educational institutions and programs and every other person identified by me on this form or in my resume from liability for any damage or injury to me arising out of the release of information requested by WWMA.

I understand and agree that WWMA's acceptance of this employment application does not constitute any promise, express or implied, that I will be hired. I further understand that WWMA does not guarantee anyone employment for any specific length of time. I therefore agree that if I am hired, my employment may be terminated by either me or by WWMA at any time without notice or cause, unless covered by a collective bargaining agreement between WWMA and a Union representing employees covered by the position for which I am applying or employed.

I further understand and agree that any offer of employment WWMA may make to me (and if I am hired, my continued employment) will be contingent upon my submission of evidence verifying that I am authorized to work in the United States and may be contingent upon my taking and passing a physical and/or psychological examination and drug and alcohol tests. After you have been made a job offer that you accept and before beginning work, you are required to successfully complete a pre-employment physical examination, which includes screening for unlawful drug use, communicable diseases and any job-related disability that may, after reasonable accommodation, prevent you from performing the essential job duties of the job for which you are hired, without undue hardship to the Employer. The examination may also include laboratory blood tests, drug screening, and urinalysis.

I understand that no director, official, employee or representative of the Employer has the authority to make any assurances to the contrary.

I certify that I am not a party to any contract or other obligation which would limit, interfere with or restrict my ability to work for WWMA.

Date: _____

Signature of Applicant: _____

THIS APPLICATION IS VOID AFTER ONE YEAR

Western Westmoreland Municipal Authority
12441 Route 993
North Huntingdon, PA 15642