

Application for Employment

Mt. Lebanon is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, religion, national origin, ancestry, sex, disabilities or age (40 and over). Reasonable accommodations for the needs of otherwise qualified applicants with disabilities will be made upon request. All information requested 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. All information is subject to verification. Any omissions or erroneous statements may be cause for rejection of this application, removal from eligibility, or discharge from the Municipality. Please print in ink or type. If, because of a disability, you need assistance completing this application, please notify the Personnel Officer, (412) 343-3625

you need assistance comple	0 11 71		nnel Officer, (412)	343-3625.	
Position applied for:	Applicant Informa	☐ Full-Time	e 🗌 Part-Tir	me	
Name: Last	First		Middle		
Address:	City	State	Zip		
Length of Residence:	E-mail:				
Cell Phone: ()		Home Phone: ()		
Applicants for Full-Time Public Works, Police	e/Fire Civil Service Only	:			
Driver's License Number:		State:			
Are you at least 18 years old? If no, do you have a work permit?	☐ Yes ☐ Yes	□ No □ No			
At time of hire, will you be able to demonstrate that you are legally authorized to work in the United States? (Proof of authorization will be required upon employment.)			☐ Yes	☐ No	
Have you ever been employed by Mt. L	_ebanon?		☐ Yes	☐ No	
Dates:Department:					
Do you have friends or relatives working for Mt. Lebanon?			☐ Yes	☐ No	
If yes, state name & relationship					
May we contact your current employer? If no, please identify someone familiar with your performance for your current			☐ Yes	☐ No	
employer whom we may contact. Name:	Phone Number	ər:			
Can you work:	enings?		☐ Yes	☐ No	
Nig	jhts?		☐ Yes	☐ No	
Weekends?			☐ Yes	□No	

Last High School Attende	ed:	Highest grade completed: (circle one) Do you have a High School Diplo G.E.D. certificate?					
Location:		9	10 1	1 12	☐ Yes ☐	No	
Colleges, universities, tra	ade or to	echnica	al schools	or apprenti	ceship progran	is:	
Name		Location			umber of onths attended	Degree, credits, certificates or licenses earned	
			M	ilitary			
Branch of Service:		Length of Service: Rank at Separation:		ration:			
Specialized Training:							
				ualification			
			List any trade, professional or skills certificates you hold.				
Summarize special skills, abilities or experiences which qualify you for this position.							
			Вас	ground			
Have you ever been convicted of a crime other than a traffic violation? ☐Yes ☐No							
If yes, explain:							
NOTE: Criminal convictions	are not r	necessa	rily a bar to	employment	t; all relevant circu	umstances will be considered.	

Employment History							
List all employment for the past ter	ı years, beg	inning wi	th current or	most recent position	1.		
Employer:							
Address:							
City:	State:			ZIP:			
Supervisor's Name: Superv		risor's Pho	ne Number:				
Position: How lo		ng? From:	To:				
Description of Duties:			Reason for Leaving:				
Hourly Rate/Salary: Starting:			E	nding:			
Will this supervisor/employer given If no, explain	/e a good jo	b refere	ence?		☐ Yes	☐ No	
Were you: Discharged or asked to resign by this employer? Ever disciplined (given a written warning, suspended, denied a pay increase, etc.) by this employer? Ever counseled or warned about excessive absenteeism or tardiness by this employer? If yes to any of the above, please explain				☐ Yes ☐ Yes ☐ Yes	□ No □ No □ No		
Employer:							
Address:							
City:	State:			ZIP:			
Supervisor's Name:		Superv	risor's Pho	ne Number:			
Position:		How Ic	ng? From:	To:			
Description of Duties:			Reason fo	or Leaving:			
Hourly Rate/Salary: Starting:			Е	nding:			
Will this supervisor/employer give a good job reference? If no, explain			☐ Yes	☐ No			
Were you: Discharged or asked to resign by this employer? Ever disciplined (given a written warning, suspended, denied a pay increase, etc.) by this employer? Ever counseled or warned about excessive absenteeism or tardiness by this employer? If yes to any of the above, please explain			☐ Yes☐ Yes☐ Yes	□ No □ No □ No			

If you need additional space, please continue on a separate sheet of paper.

References					
Please list three references other than former employers or relatives					
Name/Address:	Phone Number:	Relationship:			
Ple	ase attach a rèsumè, if available	<u>J</u>			
1.10	ass attaon a rosamo, n avanasio	•			
Cer	ification, Authorization and Agreement	t			
complete and does not contain any Lebanon to investigate the truth of employment interview, I further auth form or in my resume to release any a authorize Mt. Lebanon to investigate character and general reputation. If n in a criminal history records report, N I hereby release all law enforcement	agencies, my former employers, all educa	s of material fact. I authorize Mt. ation I may supply during a predagency identified by me on this nay solicit from it or them. I further my personal history, including my because of information contained ational institutions and pro grams,			
	d every other person identified by me on the arising out of the release of information				
promise, express or implied, that I will employment for any specific length	anon's acceptance of this employment ap I be hired. I further understand that Mt. Leb of time. I therefore agree that, if I am ebanon at any time without notice or cau ed representative of Mt. Lebanon.	panon does not guarantee anyone hired, my employment may be			
my continued employment) will be co work in the United States and may	any offer of employment Mt. Lebanon may ontingent upon my submission of evidence be contingent on my passing a pre-emploination if requested. I understand that fails may result in withdraw of offer.	e verifying that I am authorized to oyment substance abuse screen			

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 Mt. Lebanon in any way.

I hereby acknowledge that I have read this section of the employment application and fully understand the meaning and effect of signing this form."

Cignoture of Applicants	Doto	
Signature of Applicant:	Date:	

Mt. Lebanon PA 710 Washington Road Pittsburgh, PA 15228 (412) 343-3400 Revised 2/26/2014