



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.

Applicant Information
Position applied for: [ ] Full-Time [ ] Part-Time
Name: Last First Middle
Address: City State Zip
Length of Residence: E-mail:
Cell Phone: ( ) Home Phone: ( )
Applicants for Full-Time Public Works, Police/Fire Civil Service Only:
Driver's License Number: State:

Are you at least 18 years old? [ ] Yes [ ] No
If no, do you have a work permit? [ ] Yes [ ] No
At time of hire, will you be able to demonstrate that you are legally authorized to work in the United States? [ ] Yes [ ] No
(Have you ever been employed by Mt. Lebanon? [ ] Yes [ ] No
Dates: Department: Position:
Do you have friends or relatives working for Mt. Lebanon? [ ] Yes [ ] No
If yes, state name & relationship
May we contact your current employer? [ ] Yes [ ] No
If no, please identify someone familiar with your performance for your current employer whom we may contact. Name: Phone Number:
Can you work: Evenings? [ ] Yes [ ] No
Nights? [ ] Yes [ ] No
Weekends? [ ] Yes [ ] No

All open positions are posted on mtlebanon.org. Applications are considered for the position applied for only. A separate application must be submitted for each posted position.

Education			
<b>Last High School Attended: Name:</b>	<b>Highest grade completed: (circle one)</b>	<b>Do you have a High School Diploma or G.E.D. certificate?</b>	
<b>Location:</b>	<b>9      10      11      12</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
<b>Colleges, universities, trade or technical schools or apprenticeship programs:</b>			
Name	Location	Number of years/months attended	Degree, credits, certificates or licenses earned
Military			
<b>Branch of Service:</b>	<b>Length of Service:</b>	<b>Rank at Separation:</b>	
<b>Specialized Training:</b>			
<b>Other Qualifications</b>			
<b>Describe the types of equipment you are capable of operating (machines, vehicles, computers, etc.).</b>		<b>List any trade, professional or skills certificates you hold.</b>	
<b>Summarize special skills, abilities or experiences which qualify you for this position.</b>			



**References**

**Please list three references other than former employers or relatives**

Name/Address:	Phone Number:	Relationship:

**Please attach a resumé, if available.**

**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 Mt. Lebanon 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 Mt. Lebanon may solicit from it or them. I further authorize Mt. Lebanon 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, Mt. Lebanon will so advise me.

I hereby release all law enforcement agencies, my former employers, all educational institutions and programs, their representatives and agents, 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 Mt. Lebanon.

I understand and agree that Mt. Lebanon’s acceptance of this employment application does not constitute any promise, express or implied, that I will be hired. I further understand that Mt. Lebanon 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 Mt. Lebanon at any time without notice or cause, unless changed by a written agreement signed by a duly authorized representative of Mt. Lebanon.

I further understand and agree that any offer of employment Mt. Lebanon 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 on my passing a pre-employment substance abuse screen and a pre-employment health examination if requested. I understand that failure to pass required substance abuse screens or health examinations may result in withdraw of offer.

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.”

Signature of Applicant:	Date:
-------------------------	-------

Mt. Lebanon PA  
710 Washington Road  
Pittsburgh, PA 15228  
(412) 343-3400

Revised 11/30/2016