

ALLEGHENY COUNTY SUMMER EMPLOYMENT APPLICATION

An Equal Opportunity Employer

Name: Last	First	Middle	Social Security No.	Birth Date*	U.S. Citizen Yes ___ No ___	If No, Visa Status
Present Address: (No. & Street, City, State, Zip Code)			Boro or Township	Home Phone No.	Business Phone No.	Another Phone No.
Location at Which Applying: Human Resources ___ Kane Hospital ___ Health Dept ___ Other _____			Position Applying For 1.		2	
Would you work Overtime Yes ___ No ___ Shift Yes ___ No ___ Rotation Yes ___ No ___					Desired Salary	Date Available

EDUCATION - Official College Transcript Must Accompany Application For Positions Requiring A College Education.

	Name and Location	From	To	Graduate Yes/No	Certificate/ Program/ Degree	Course/ Major
High School						
College/University						
Business, Trade, Technical						
Nursing/Medical						
Graduate Work or Other (Incl. Military)						

LOCATION PREFERENCE: (Number in order of preference - no guaranteed location)

Downtown ___ South Park ___ Settler's Cabin Park ___ Hartwood Acres ___

North Park ___ Boyce Park ___ Round Hill Park ___ Other ___

DO YOU HAVE A CAR AVAILABLE? Yes ___ No ___ PA LICENSE NO. _____

POSITION PREFERENCE: (Number in order of preference - no guaranteed positions)

Laborer ___ Attendant/Cashier ___ Nature Aide ___ Recreation Aid ___ Tour Guide ___

Office/Clerical ___ CAN YOU TYPE? Yes ___ No ___ Approx. Words Per Minute _____

Recreation Instructor ___ Lifeguard ___ *

*** LIFEGUARD - CHECK FOLLOWING CERTIFICATIONS: (Complete only if applying for Lifeguard position and indicate expiration dates)**

Advanced Lifesaving ___ Advanced First Aide ___ CPR ___ CPR Instructor ___

Multi-Media First Aide ___ First Aide Instructor ___ WSI ___ Basic First Aide ___

GENERAL INFORMATION

Have you ever been convicted of a crime? (If yes, explain)

Have you any relatives employed with Allegheny County? (If yes, name and location)

Have you ever been employed by Allegheny County? (If yes, when and where)

Have you ever been bonded? (If yes, for what job(s)?)

OFFICIAL USE ONLY

DEPARTMENT OF HUMAN RESOURCES

RECEIVED _____
MAINTAIN IN ACTIVE FILE ONE YEAR

COUNTY OF ALLEGHENY
DEPT. OF HUMAN RESOURCES
102 County Office Building
542 Forbes Avenue

* Allegheny County does not discriminate because of age, race, color, religion, sex, national origin, or handicap.

EMPLOYMENT - Present or Most Recent Employer

Time Employed (Mo. & Yr.) From: _____ To: _____	Employer's Complete Name
Type of Business	Employer's Complete Address

Position Title & Duties (Describe in Detail)

	Salary: Starting _____ Final _____
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Supervisor's Name & Title	Phone No.	Reason for Leaving
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Time Employed (Mo. & Yr.) From: _____ To: _____	Employer's Complete Name
Type of Business	Employer's Complete Address

Position Title & Duties (Describe in Detail)

	Salary: Starting _____ Final _____
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Supervisor's Name & Title	Phone No.	Reason for Leaving
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REFERENCES

Name-(Other Than Relative or Employer)	Address	Phone No.	Occupation

PLEASE NOTE THE FOLLOWING JOB REQUIREMENTS:

- As part of the application process, all individuals under 18 years of age are required to submit along with their completed application for summer employment an Employment Certificate or Transferable Work Permit. In order to file an application for a Work Certificate of Transferable Work Permit, the minor should contact his or her local school district for proper instructions;
- Applicants must provide their own transportation;
- Positions require employees to work flexible hours, weekdays and holidays;
- ALLEGHENY COUNTY reserves the right to reassign employees to other duties or locations, if necessary.

EMPLOYMENT AGREEMENT

I agree to conform to the rules and regulations of Allegheny County. Also, I acknowledge that my employment is at will of the County, except as provided by statute, and no one other than the Board of Commissioners and the Salary Board has the authority to enter into any employment agreement.

SIGNATURE _____

DATE _____

CERTIFICATION

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.* I also understand that employment is dependent upon satisfactorily passing a pre-employment physical examination, although physical handicaps will not be a determination unless a bona fide job requirement cannot be met.

SIGNATURE _____

DATE _____

* NOTE: The Provision of the Fair Credit Reporting Act may be applicable if a credit Report on the applicant is obtained and considered

VOLUNTARY RESEARCH QUESTIONNAIRE

The confidential information voluntarily supplied by you in answering this questionnaire will be used only to evaluate recruitment methods for Allegheny County positions. This portion of the form will be detached immediately upon completion and will have no effect whatsoever on further consideration of your qualifications for any job opening.

- Date of Application: _____
- County Department in which you completed it: _____
- Your Age: _____
- Ethnic/Sex: Check only one below

MALE

- A. White
 B. Black
 C. Hispanic
 D. Asian
 E. American Indian
 F. Other

FEMALE

- G. White
 H. Black
 I. Hispanic
 J. Asian
 K. American Indian
 L. Other