

MONROE COUNTY PENNSYLVANIA



APPLICATION FOR EMPLOYMENT

EQUAL OPPORTUNITY EMPLOYER

MONROE COUNTY, PA CONSIDERS APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO RACE, CREED, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, MARITAL OR VETERAN STATUS, THE PRESENCE OF ANY DISABILITY, OR ANY OTHER LEGALLY PROTECTED STATUS. EQUAL OPPORTUNITY EMPLOYER, M/F/H/V.

PLEASE PRINT OR WRITE LEGIBLY

Date of Application: _____

| | | | |
|--|-----------|---------------------------------------|----|
| Position(s) Applied For: _____ | | | |
| Employment Type (check all that apply): | | Date Available for Work: _____ | |
| Full-time | Part-time | Temporary/Seasonal | |
| Have you ever been employed by Monroe County? | | Yes | No |
| | | If yes, when? _____ | |

PERSONAL INFORMATION

| | | | |
|----------------------------------|-----------|---------------|----------|
| First Name | Last Name | MI | |
| Street Address | City | State | Zip Code |
| Phone Number (include area code) | | Email Address | |

| | |
|--|--|
| Are you under the age of 18 years old? Yes No | Are you legally authorized to work in the U.S.? Yes No |
| Are you a Veteran of the U.S. Military? Yes No Branch: _____ | Do you have reliable transportation to and from work? Yes No |
| Are you willing to travel for work if required? Yes No | Are you capable of performing the essential functions of the jobs(s) for which you are applying for? (Either with or without reasonable accommodation) Yes No |

| |
|--|
| Have you ever been convicted of a felony or misdemeanor? (Such convictions will be considered based on their relevance to the job and may not automatically disqualify you from employment.) Yes No If yes, please provide details (Including dates): |
|--|

EMPLOYMENT HISTORY

List your employment history for the past 10 years, starting with your most recent job.

All fields must be fully completed—**do not** write "see resume"

A resume may be included, but only to detail key responsibilities. Attach additional pages if needed.

Upload button is located at bottom of form.

| | | |
|----------|---------------------------|---|
| 1 | Employer: _____ | Job Title: _____ |
| | City/State: _____ | Dates Employed From: _____ To _____ |
| | Supervisor Name: _____ | Phone Number: _____ |
| | Reason for leaving: _____ | May we contact this employer? Yes No |
| | Key Responsibilities: | |
| 2 | Employer: _____ | Job Title: _____ |
| | City/State: _____ | Dates Employed From: _____ To _____ |
| | Supervisor Name: _____ | Phone Number: _____ |
| | Reason for leaving: _____ | May we contact this employer? Yes No |
| | Key Responsibilities: | |
| 3 | Employer: _____ | Job Title: _____ |
| | City/State: _____ | Dates Employed From: _____ To _____ |
| | Supervisor Name: _____ | Phone Number: _____ |
| | Reason for leaving: _____ | May we contact this employer? Yes No |
| | Key Responsibilities: | |
| 4 | Employer: _____ | Job Title: _____ |
| | City/State: _____ | Dates Employed From: _____ To _____ |
| | Supervisor Name: _____ | Phone Number: _____ |
| | Reason for leaving: _____ | May we contact this employer? Yes No |
| | Key Responsibilities: | |

EDUCATION & TRAINING

For each level of education, please provide the details requested below

| | |
|--|--|
| High School/GED: _____ | City/State: _____ |
| Years Attended From: _____ To _____ | Did you graduate? Yes No |
| College/University: _____ | City/State: _____ |
| Years Attended From: _____ To _____ | Did you graduate? Yes No |
| Degree or Certification Earned: _____ | |
| Grad. School (or 2nd College/Univ.): _____ | City/State: _____ |
| Years Attended From: _____ To _____ | Did you graduate? Yes No |
| Degree or Certification Earned: _____ | |
| Other Education or Training: _____ | City/State: _____ |
| Years Attended From: _____ To _____ | Did you graduate? Yes No |
| Degree or Certification Earned: _____ | |

SKILLS & QUALIFICATIONS

Please list any skills, certifications, or qualifications relevant to the position(s) you are applying for below

| | |
|--|-----------------------------|
| <i>List any trade or professional organizations to which you belong and any offices held. You may exclude any that indicates your race, religion, national origin, age, disability, or other protected status:</i> | |
| Organization: _____ | Office Held (If any): _____ |
| Organization: _____ | Office Held (If any): _____ |

REFERENCES

Provide three professional or personal references (not related to you)

| | |
|--------------|--------------------------|
| Name | Relationship |
| Phone Number | Email Address (Optional) |
| Name | Relationship |
| Phone Number | Email Address (Optional) |
| Name | Relationship |
| Phone Number | Email Address (Optional) |

APPLICANT'S STATEMENT

I UNDERSTAND THE COUNTY OF MONROE REQUIRES A CRIMINAL BACKGROUND CHECK PRIOR TO COMMENCING ANY WORK IF I SHOULD ACCEPT AN OFFER OF EMPLOYMENT FOR ANY COUNTY OPENING IN WHICH I MAY BE CONSIDERED. I FURTHER UNDERSTAND IF A JOB OFFER IS MADE, EMPLOYMENT MAY BE CONTINGENT UPON THE SUCCESSFUL COMPLETION AND PASSAGE OF A MEDICAL EXAM.

I AUTHORIZE A THOROUGH INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION (AND ACCOMPANYING RESUME, IF ANY). I ALSO AUTHORIZE MONROE COUNTY TO CONTACT MY PRESENT EMPLOYER (UNLESS OTHERWISE NOTED IN THIS APPLICATION FORM), PAST EMPLOYERS, EDUCATIONAL INSTITUTIONS AND ANY OR ALL REFERENCES LISTED WITHOUT GIVING ME PRIOR NOTICE OF SUCH DISCLOSURE. I HEREBY RELEASE THE COUNTY OF MONROE AND THEIR REPRESENTATIVES FROM ANY AND ALL LIABILITIES ARISING OUT OF OR IN ANY WAY RELATED TO SUCH INVESTIGATION OR DISCLOSURE.

I AUTHORIZE ANY PERSON, SCHOOL, CURRENT OR PREVIOUS EMPLOYER, AND ORGANIZATIONS NAMED IN THIS APPLICATION FORM (AND ACCOMPANYING RESUME, IF ANY) TO PROVIDE MONROE COUNTY WITH RELEVANT INFORMATION AND OPINION (INCLUDING, BUT NOT LIMITED TO PERSONNEL FILE MATERIALS, DISCIPLINARY MATERIALS AND PERFORMANCE EVALUATIONS) THAT MAY BE USEFUL TO MONROE COUNTY IN MAKING A HIRING DECISION, AND I RELEASE SUCH PERSONS AND ORGANIZATIONS FROM ANY LEGAL LIABILITY IN MAKING SUCH STATEMENTS.

I UNDERSTAND THAT NEITHER THIS DOCUMENT NOR ANY OFFER OF EMPLOYMENT FROM MONROE COUNTY CONSTITUTE AN EMPLOYMENT CONTRACT. I ALSO UNDERSTAND THAT IF I AM HIRED, EITHER MONROE COUNTY OR I MAY TERMINATE MY EMPLOYMENT WITH MONROE COUNTY AT WILL FOR ANY OR NO REASON, AT ANY TIME.

I UNDERSTAND THAT IF MY EMPLOYMENT IS TERMINATED BY MONROE COUNTY FOR DISHONESTY, BREACH OF TRUST, OR ANY CRIMINAL ACTS, THE AUTHORITIES MAY BE NOTIFIED, AND I MAY BE CRIMINALLY PROSECUTED. I ALSO UNDERSTAND THAT, IF HIRED, I MAY NOT HOLD OTHER EMPLOYMENT, NOR ENGAGE IN SALES, INVESTMENTS OR OTHER ACTIVITIES THAT CREATE A CONFLICT OF INTEREST WITH MY POSITION WITH MONROE COUNTY.

I CERTIFY THAT THE INFORMATION PROVIDED IN THIS EMPLOYMENT APPLICATION (AND ACCOMPANYING RESUME, IF ANY) IS TRUE AND COMPLETE, AND I UNDERSTAND THAT ANY FALSE INFORMATION OR SIGNIFICANT OMISSIONS MAY DISQUALIFY ME FROM FURTHER CONSIDERATION FOR EMPLOYMENT, AND MAY RESULT IN MY DISMISSAL FROM EMPLOYMENT, IF DISCOVERED AT A LATER DATE. I AGREE TO IMMEDIATELY NOTIFY MONROE COUNTY IF I SHOULD BE CONVICTED OF A FELONY, OR ANY CRIME INVOLVING DISHONESTY OR A BREACH OF TRUST WHILE MY JOB APPLICATION IS PENDING, OR DURING MY EMPLOYMENT WITH MONROE COUNTY, IF HIRED.

My typed name has the same force and effect as my written signature.

Signature of Applicant

Date

This application for employment will remain active for six (6) months and will be retained on file for two (2) years.

Submission Instructions:

- Electronic Submission is performed upon electronic signature.
- Mail Submission can be sent to: Monroe County HR Department
1 Quaker Plaza, Suite 202, Stroudsburg PA 18360
- Email Submission can be sent to HR@Monroecountypa.gov

A resume can be attached with the above button: