



Human Resources
Beaver County Courthouse
810 Third St.
Beaver, PA 15009

Email: HR@beavercountypa.gov

Phone: 724-770-4413

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Applicants requiring accommodation in the application or hiring process should contact the Office of Human Resources for such assistance.

Position(s) Applied For: _____ Date of Application: _____

Referral Source: County Website _____ Job Search Site _____ Other _____

Last Name (print above)	First Name	Middle Name
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Current Address -Number and Street (print above)	City, State, Zip
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Length of time at current address above	Prior address (if less than one year at current address)
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Best Contact Number (Cell or Home Phone)	Email Address
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If less than 18 years of age, can you furnish a work permit?	Yes	No
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Have you ever been employed by Beaver County ?	Yes	No
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If yes, when?

Are you a U.S. Veteran? ☐ Are you currently employed? Yes ☐ No ☐

May we contact you at work? Yes ☐ No ☐

Are you prevented from lawfully becoming employed in this country because of visa or immigration status?
Yes ☐ No ☐ (Proof of citizenship or immigration status will be required upon employment)

Are you available to work (check all that apply)

Full Time ☐ Part Time ☐
Shift Work ☐ Temporary ☐

Are you currently on "lay off" status and subject to recall? Yes ☐ No ☐

On what date will you be available for work?

Driver's License number (if required by job)

EDUCATION

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

Skills and Qualifications: Summarize special skills and qualifications acquired from employment or other experiences that may qualify you to work for Beaver County:

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, age, disability or other protected status. List your last three (3) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in comments section below:

Employer/Volunteer	Telephone	Dates Employed		Summarize the nature of the work performed and job responsibilities:
		From	To	
Address				
Job Title	Hourly Rate/Salary			
	Starting			
Immediate Supervisor and Title	\$	Per		
Reason for Leaving	Hourly Rate/Salary			
	Final			
May we contact	Yes <input type="checkbox"/> No <input type="checkbox"/> Later <input type="checkbox"/>	\$	Per	

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Immediate Supervisor and Title	\$	Per		
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May we contact	Yes <input type="checkbox"/> No <input type="checkbox"/> Later <input type="checkbox"/>	\$	Per	

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	Final			
May we contact	Yes <input type="checkbox"/> No <input type="checkbox"/> Later <input type="checkbox"/>	\$	Per	

Comments:

REFERENCES

List name and telephone number of three business/work references who are not related to you and who are not previous supervisors. If not applicable, list three school or personal references that are not related to you.

1. Name _____ Phone No. _____

Address _____

2. Name _____ Phone No. _____

Address _____

3. Name _____ Phone No. _____

Address _____

APPLICANT'S STATEMENT

I certify the answers given herein are true and complete to the best of my knowledge.

I authorize the County the right to investigate all references and to secure additional information about me if job related. I hereby release from liability the County, and its' representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

This application for employment shall be considered active for a period of one (1) year. Any applicant wishing to be considered for employment, beyond this time period, should submit a new application to the Human Resources Office.

Beaver County is an Equal Opportunity Employer (EOE). The County does not discriminate in employment, and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

I certify that the information contained in this application is true and correct and complete. I understand that false information or omission may result in the rejection of this application or termination from employment. **I further understand that any offer of employment is subject to satisfactory completion of a medical examination/physical (if applicable) including a drug test.**

Signature of Applicant _____ Date _____/_____/_____

Employment Applicant's Nepotism Averment

(Revised July 30, 2014)

The County of Beaver has a Nepotism Policy that prohibits a job applicant from working for the County, if that applicant is the parent, child, spouse, or sibling of a current member of the Board of Commissioners or their current secretaries or a Beaver County Department Head.

By signing this form, you swear that you have read it and are not so related and that if it is later determined that you have not been truthful and are, in fact, so related, you will immediately be terminated from employment with Beaver County.

Exclusions to this policy as passed under resolution 032896-20 are as follows: Court of Common Pleas of Beaver County (includes Domestic Relations, Adult Probation, Juvenile Probation, and District Justices offices). Also excluded are those offices under the Civil Service system (CYS, MH/MR, and Aging). Row officers are excluded (Controller, Recorder of Deeds, Treasurer, Register of Wills, Clerk of Courts, District Attorney, Sheriff's Office, Prothonotary, Jury Commissioner, Coroner)

Those who marry during the course of employment are also excluded from this Policy.

Signature: _____

Date: _____