

# Application For Employment

**HARMAR WATER AUTHORITY**  
**200 Pearl Avenue**  
**Cheswick, PA 15024**  
**(724) 274-7383**

**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.**

(PLEASE PRINT)

Positions(s) Applied For	Date of Application
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How Did You Learn About Us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other

Last Name		First Name		Middle Initial	
Address	Apt #	City	State	Zip Code	
Telephone Number(s)			Social Security Number		

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Have you ever filed an application with us before?  Yes  No  
 If Yes, Give Date \_\_\_\_\_

Have you ever been employed with us before?  Yes  No  
 If Yes, Give Date \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your present employer:  Yes  No

Are you prevented from lawfully becoming employed in this Country because of Visa or Immigration Status?  Yes  No

On what date would you be available for work? \_\_\_\_\_

Are you available for work:  Full Time  Part Time  Shift Work  Temporary

Have you ever been convicted of a felony within the last 7 years?  Yes  No

*Conviction will not necessarily disqualify an applicant from employment.*

If Yes, please explain \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

# Education

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

Indicate Any Foreign Languages You Can Speak, Read and / or Write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

# Employment Experience

Start with your present or last job. Include any job-related military assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)		Hourly Rate/Salary	
	Job Title	Supervisor	Starting	Final
	Reason for Leaving			
2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)		Hourly Rate/Salary	
	Job Title	Supervisor	Starting	Final
	Reason for Leaving			
3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)		Hourly Rate/Salary	
	Job Title	Supervisor	Starting	Final
	Reason for Leaving			
4.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)		Hourly Rate/Salary	
	Job Title	Supervisor	Starting	Final
	Reason for Leaving			

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

## List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

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# Additional Information

## Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.


## Specialized Skills

## Check Skills/Equipment Operated

<input type="checkbox"/> CRT <input type="checkbox"/> PC <input type="checkbox"/> Calculator <input type="checkbox"/> Typewriter	<input type="checkbox"/> Fax <input type="checkbox"/> MSOffice <input type="checkbox"/> PBX System	<b>Production/Mobile Machinery (list)</b> <hr/> <hr/> <hr/>	<b>Other (list)</b> <hr/> <hr/> <hr/>
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**State any additional information you feel may be helpful to us in considering your application.**


## References

1.	
(Name)	( ) Phone #
(Address)	
2.	
(Name)	( ) Phone #
(Address)	
3.	
(Name)	( ) Phone #
(Address)	

**FOR PERSONNEL USE ONLY**

**Position(s) Applied For Is Open:**

**YES**

**NO**

**Position(s) Considered For:**

\_\_\_\_\_

\_\_\_\_\_

**DATE**

\_\_\_\_\_