



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:		<input type="checkbox"/> Full-Time	<input type="checkbox"/> 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 <u>Only</u> :			
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
(Proof of authorization will be required upon employment.)

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

Employment History

List all employment for the past ten years, beginning with current or most recent position.

Employer:

Address:

City:

State:

ZIP:

Supervisor's Name:

Supervisor's Phone Number:

Position:

How long? From:

To:

Description of Duties:

Reason for Leaving:

Hourly Rate/Salary: Starting:

Ending:

Will this supervisor/employer give a good job reference?

Yes No

If no, explain

Were you:

Discharged or asked to resign by this employer?

Yes No

Ever disciplined (given a written warning, suspended, denied a pay increase, etc.) by this employer?

Yes No

Ever counseled or warned about excessive absenteeism or tardiness by this employer?

Yes No

If yes to any of the above, please explain

Employer:

Address:

City:

State:

ZIP:

Supervisor's Name:

Supervisor's Phone Number:

Position:

How long? From:

To:

Description of Duties:

Reason for Leaving:

Hourly Rate/Salary: Starting:

Ending:

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Yes No

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Yes No

Ever counseled or warned about excessive absenteeism or tardiness by this employer?

Yes No

If yes to any of the above, please explain

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

MT. LEBANON IS AN EQUAL OPPORTUNITY EMPLOYER

References

Please list three references

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

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