



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.
Please print in ink or type.
If, because of a disability, you need assistance in completing this application form, please notify the Assistant Municipal Manager, 412-343-3625.

Position applied for:		<input type="checkbox"/> Full-Time		<input type="checkbox"/> Part-Time	
Name	Last	First	Middle		
Address		City	State	Zip	
Phone	Day	Night	For Full-Time Public Works, Police/Fire Civil Service <u>Only</u> :		
()		()	Drivers License: _____		
Social Security Number		Length of Residence	Number		State
— —					

Are you at least 18 years old? Yes No
If no, do you have a work permit?

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 filed an application with Mt. Lebanon? Yes No
If yes, give date _____

Have you ever been employed by Mt. Lebanon? Yes No
If yes, give date _____

May we contact your current employer? Yes No
If no, please identify someone familiar with your performance for your current employer that we may contact. _____

Can you work:	Name	Phone Number		
	Evenings?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Nights?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Weekends?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Employment History

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

Employer	Dates Employed From To	Job Title
Address		Description of Duties
Supervisor's Name		
Supervisor's Number		Reason for Leaving
Hourly Rate/Salary Starting	Ending	
Will this supervisor/employer give a good job reference? If no, explain _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
Were you: Discharged or asked to resign by this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Ever disciplined (given a written warning, suspended, denied a pay increase, etc.) by this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Ever counseled or warned about excessive absenteeism or tardiness by this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes to any of the above, please explain _____ _____		

Employer	Dates Employed From To	Job Title
Address		Description of Duties
Supervisor's Name		
Supervisor's Number		Reason for Leaving
Hourly Rate/Salary Starting	Ending	
Will this supervisor/employer give a good job reference? If no, explain _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
Were you: Discharged or asked to resign by this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Ever disciplined (given a written warning, suspended, denied a pay increase, etc.) by this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Ever counseled or warned about excessive absenteeism or tardiness by this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes to any of the above, please explain _____ _____		

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

References

Please list three references other than relatives or former employers:

	Name/Address	Phone Number	Relationship
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Please attach a resume, 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 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.

" 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 upon my taking and passing physical examinations and drug tests.

" 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."

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

 Signed

 Date

Employment History

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

Employer	Dates Employed From _____ To _____	Job Title
Address		Description of Duties
Supervisor's Name		
Supervisor's Number		Reason for Leaving
Hourly Rate/Salary Starting _____ Ending _____		
Will this supervisor/employer give a good job reference? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain _____ Were you:		
Discharged or asked to resign by this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Ever disciplined (given a written warning, suspended, denied a pay increase, etc.) by this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Ever counseled or warned about excessive absenteeism or tardiness by this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes to any of the above, please explain _____ _____		

Employment History

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

Employer	Dates Employed From _____ To _____	Job Title
Address		Description of Duties
Supervisor's Name		
Supervisor's Number		Reason for Leaving
Hourly Rate/Salary Starting _____ Ending _____		
Will this supervisor/employer give a good job reference? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain _____ Were you:		
Discharged or asked to resign by this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Ever disciplined (given a written warning, suspended, denied a pay increase, etc.) by this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Ever counseled or warned about excessive absenteeism or tardiness by this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes to any of the above, please explain _____ _____		

Employment History

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

Employer	Dates Employed From _____ To _____	Job Title
Address		Description of Duties
Supervisor's Name		
Supervisor's Number		Reason for Leaving
Hourly Rate/Salary Starting _____ Ending _____		
Will this supervisor/employer give a good job reference? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain _____ Were you:		
Discharged or asked to resign by this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Ever disciplined (given a written warning, suspended, denied a pay increase, etc.) by this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Ever counseled or warned about excessive absenteeism or tardiness by this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes to any of the above, please explain _____ _____		

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