



**Venango County
Economic Development Authority**
Application for Employment

**We are an Equal Employment Opportunity Employer
Drug-Free Work Environment**

Note: Please complete the application entirely with as much detail as possible so that it can be accurately evaluated. Answers to application questions will be utilized for applicable, job related information only.

Name: _____
Last First M.I. Driver's License Number/State Date

Address: _____
Number Street City State Zip

E-mail Address: _____ Social Security Number: _____

Telephone: Home _____ Cell _____ re you at least age 18? YES NO

Referral Source: Please Check Box that applies.

Authority Website Advertisement (Please Specify) _____ Other _____

Position you are applying for: _____ What are your salary expectations? \$ _____

Do you verify U.S. citizenship or authorization to work in the U.S.? YES NO
(You will be required to provide documentation of identity and employment eligibility prior to starting employment as required by the Immigration Reform and Control Act of 1986.)

EDUCATION – If position applied for requires a degree, please include transcript with this application.

TYPE OF SCHOOL	NAME & ADDRESS OF SCHOOL	MAJOR COURSE	GRADUATED YES or NO	DEGREE EARNED
HIGH SCHOOL				
COLLEGE				
POST GRAD. SCHOOL				
BUSINESS SCHOOL				
TECHNICAL SCHOOL				

TRAINING

Please list additional training you have received (i.e., specialized courses, seminars, internships or work training courses, armed forces training, etc.). Please estimate the number of hours of training involved. Include special skills, licenses, professional associations, etc. _____

EMPLOYMENT HISTORY

List sequentially - present or last employer first. Include all full-time and part-time work, (seasonal, temporary, or otherwise) as well as any other paid work. Please be as detailed as possible about your job duties and titles. (Attach additional sheets as necessary to explain job duties.)

Starting Date	Ending Date	Name & Address of Present or Last Employer
Hours Per Week	Employers Phone #	
Name & Title of Immediate Supervisor:		
Reason For Leaving:		
Job Title:		
Brief Description of Duties:		

Starting Date	Ending Date	Name & Address of Present or Last Employer
Hours Per Week	Employers Phone #	
Name & Title of Immediate Supervisor:		
Reason For Leaving:		
Job Title:		
Brief Description of Duties:		

Starting Date	Ending Date	Name & Address of Present or Last Employer
Hours Per Week	Employers Phone #	
Name & Title of Immediate Supervisor:		
Reason For Leaving:		
Job Title:		
Brief Description of Duties:		

GENERAL INFORMATION

1. Are you presently employed? _____ If yes, state reason(s) for applying for this job opportunity: _____

2. Do you have any reasons why you might be unable to perform consistently and promptly any of the job duties that would be required by you considering the position for which you are applying. [] YES [] NO If yes, please explain: _____

3. Do you have any objections to overtime, if required by job? [] Yes [] No

4. Have you ever been disciplined or discharged? [] Yes [] No If yes, please explain: _____

SIGNATURE AUTHORIZATION/CERTIFICATION

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of the application and/or for separation from the VCEDA's service if I am employed. I understand that the Venango County Economic Development Authority may contact present and/or former employers pursuant to Act 3 of 2005 and that such employers are authorized to release information related to my past work performance.

Signature: _____

Date: _____

In addition, please list here any other names used during education or employment: _____

APPLICANTS MUST COMPLETE AND SIGN THE FOLLOWING SECTION:

Were you ever convicted of a felony and/or misdemeanors? A conviction is an adjudication of guilt, including a determination before a District Justice or in Criminal Court, resulting in legal penalty such as a fine, sentence or probation.) [] Yes [] No If yes, list nature of charge(s) and date(s). _____

Signature: _____

Date: _____

Please return completed application, cover letter and resume via mail or email to:

Emily Lewis
Executive Director
elewis@co.venango.pa.us
1168 Liberty Street, PO Box 831
Franklin, PA 16323
814-432-9681