



CITY OF WILLIAMSPORT

OFFICE OF HUMAN RESOURCES

INTRODUCTION

Your application form will play a vital role in determining whether you will be invited to take part in the selection process for the City of Williamsport. Therefore, you should:

- Take time to complete all sections of the application form as fully and accurately as possible.
- Fully consider the main duties and responsibilities of the role, as outlined in the job description, before attempting to complete the form
- Use the form to demonstrate to us how well your skills, abilities, knowledge and experience match the requirements of the role.

PERSONAL DETAILS

Please ensure that you complete the personal details section of the form (e.g. full postal address and telephone numbers) fully and accurately, as this is the information we will use to contact you and confirm the outcome of your application.

EDUCATION / TRAINING

You should ensure that you include all educational qualifications, including the subject and grade obtained. You should also detail any relevant training courses you may have attended, including the course duration.

- PROFESSIONAL BODIES

Membership of any professional bodies should be included, including the status of your membership and date attained.

EMPLOYMENT

- PRESENT EMPLOYMENT

This section of the form should be used to detail your current employer, position held, the dates you joined the company and current hourly rate salary. work performed / duties and key responsibilities. Any information detailed in this section can then be expanded on in the section below where you must demonstrate more fully how you meet the requirements of the role you are applying for. If you are not currently in paid employment, please state none.

- PREVIOUS EMPLOYMENT

Please give details of your previous employment in this section starting with the most recent.

CITY HALL ~ 245 WEST FOURTH STREET ~ WILLIAMSPORT, PA 17701

PHONE (570) 327-7571 ~ FAX (570) 327-7562

Please ensure that your account for any gaps in your employment history by giving a brief explanation as to the reason for this.

If you have never had any paid employment, or have not been in employment for some time, you should give information about experiences you have gained in other ways. This might include unpaid employment such as voluntary work or leisure interests.

PERSONAL QUALITIES, SKILLS AND ABILITIES

This is an important section of the application form and must be completed. The recruitment process is very competitive. The selection panel reads all applications received for a particular role and applicants who are invited for interview will have clearly demonstrated, via the application form, that they meet the requirements of the role. You should not assume that the selection panel will know about you, your skills and abilities, or the tasks involved in your current or previous roles. Therefore, you should:

- Fully understand the key responsibilities, skills/experience and competencies required for the role you are applying for as detailed on the job description.

- Demonstrate how any relevant skills and experience from either your current or previous roles meet these requirements. This is where you should expand on the responsibilities you listed under your current role (if applicable). You should also consider using examples as evidence to support the statements you are making.

- If there is insufficient room for all the information you want to include, you should use further sheets and attach them to your application.

OTHER SKILLS

Please indicate your competency in any other language, whether spoken or written. If you are not skilled in any other language, please state none. Please state your degree of information technology literacy. You should include all packages/software you are competent at using, along with any relevant qualification obtained.

OTHER INFORMATION

All questions should be answered accordingly.

REFERENCES

This section is applicable to **external** candidates only.

All employment offers made by the City of Williamsport are subject to the receipt of two satisfactory references. Prior to giving anyone's name as a referee, please ensure:

- one referee is your manager in your current job. If this is not possible please give an explanation as to why.

- one referee is your Head teacher/tutor if you are leaving or have recently left full time education.

- the referee is prepared for us to contact them as this saves time should you be successful with your application.

If you do not wish any referees to be contacted until after an offer of employment has been made, please ensure this is clearly stated on the application form.

EQUAL OPPORTUNITIES MONITORING FORM

The City of Williamsport is committed to equality of opportunity. To ensure no candidates are discriminated against on the basis of age, gender, religion, ethnic origin or disability, during the selection process, this section is removed prior to the selection process commencing.

This information will be maintained centrally within Human Resources and will only be used in order to monitor the effectiveness of our recruitment process.

COMPLAINTS

Any applicant who feels they have been unfairly treated throughout the recruitment and selection process may submit a complaint to the Head of Human Resources at City of Williamsport, 245 West Fourth Street, Williamsport, PA 17701.

All complaints must be in writing and must state the basis of and the reasons for the complaint. All complaints received will be fully investigated by Human Resources and a report will be produced detailing the findings in relation to the complaint.

NOTES

- Please ensure your application form is returned by the closing date stated on the job description. Applications received after the closing date may not be accepted by the selection panel.
- The City of Williamsport seeks to ensure all candidates are treated fairly and consistently in the selection process. Therefore, all applicants are required to complete the standard application form.
- A curriculum vitae will not be accepted instead of an application form.
- If you would like to discuss a particular job in detail please do not hesitate to contact the person named on the associated job description.
- Following the selection process, all successful candidates will be sent a medical questionnaire for them to complete, in confidence, and return to our Occupational Health provider, who will determine their fitness to undertake the role.



APPLICATION FOR EMPLOYMENT

The City of Williamsport & River Valley Transit is an Affirmative Action and Equal Opportunity employer. Various federal, state and local laws prohibit discrimination based on race, color, religion, sex, age, national origin, disability or veteran's status. It is the policy of the City of Williamsport & River Valley Transit to comply fully with applicable law, and information requested on this application will not be used for any purpose prohibited by law.

(PLEASE PRINT)

Date of Application _____

Position(s) Applied For _____

Referral Source: Advertisement Friend Other _____
 Employment Agency Relative

NAME _____
Last First Middle

ADDRESS _____
Number & Street City State Zip

PHONE: (_____) _____ SOCIAL SECURITY # _____
Area Code

Have you filed an application here before? Yes No
 If YES, indicate date: _____

Have you been employed here before? Yes No
 If YES, indicate dates: From: _____ To _____

Are you a citizen of the United States? Yes No
(Proof of U.S. citizenship or immigration status will be required if hired.)

Are you available for work: Full-time Part-time Seasonal Work

Are you on layoff and subject to recall? Yes No

Can you travel if the job requires it? Yes No

Do you have any relative working here? Yes No
 If YES, List Name(s): _____

Have you been convicted of a felony?..... Yes No
 If YES, Explain: _____

Are you a veteran of the U. S Military Service? Yes No

Do you have a vehicle operator's license? Yes No
(Proof of license may be required if hired, dependent upon position.)



EDUCATION

	ELEMENTARY	HIGH SCHOOL	COLLEGE	GRADUATE/ PROFESSIONAL
SCHOOL NAME & CITY				
YEARS COMPLETED				
DIPLOMA OR DEGREE	N/A			
COURSE OF STUDY	N/A			

Describe any specialized training, skills or activities you have which are pertinent to this position:

EMPLOYMENT

List each job held. Start with your current or most recent job including military service. If you have not worked, include any volunteer activities, but exclude groups that indicate race, color, religion, sex or national origin. If you need additional space, please attach a separate sheet of paper.

Employer
Address
Telephone No.
Job Title
Supervisor
Work Performed

Dates Employed:	From _____
	To _____
Hourly Rate or Salary:	Starting _____
	Ending _____
Reason for Leaving:	

Employer
Address
Telephone No.
Job Title
Supervisor
Work Performed

Dates Employed:	From _____
	To _____
Hourly Rate or Salary:	Starting _____
	Ending _____
Reason for Leaving:	



Employer
Address
Telephone No.
Job Title
Supervisor
Work Performed

Dates Employed:	From _____
	To _____
Hourly Rate or Salary:	Starting _____
	Ending _____
Reason for Leaving:	

Employer
Address
Telephone No.
Job Title
Supervisor
Work Performed

Dates Employed:	From _____
	To _____
Hourly Rate or Salary:	Starting _____
	Ending _____
Reason for Leaving:	

May we contact above employers? Yes No

Summarize any special skills or qualifications acquired from previous employment or experience, which would be applicable to this position:

REFERENCES

List names, addresses, and phone numbers of three references not related to you.

1. _____

2. _____

3. _____



Equal Opportunities Monitoring Form

The City of Williamsport is committed to increasing equality and diversity within its workforce. As part of this, we need information from applicants to check that our recruitment and selection procedures are reaching as many potential candidates as possible and are fair. The information provided is confidential and only used for monitoring purposes, not for selection. Please complete the following:

	Applicant Response	I prefer not to provide this information
Age		
Gender		
Religion/Faith		
Ethnic Origin		
Sexual Orientation		
Are you registered disabled?		

Where did you see the advertisement for the position applied for? <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>
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Thank you for completing this form.

STATEMENT

I certify that the information provided herein is true and complete to the best of my knowledge.

I authorize investigation by the City of Williamsport & River Valley Transit of all information and references contained in this Application for Employment as may be necessary in arriving at a decision concerning my employment. I hereby release the City of Williamsport & River Valley Transit, its agents and representatives, from any and all liability for such investigation and all previous employers, companies/corporations, organizations, and other persons for cooperating with such investigation. If my position is non-union, I acknowledge and agree that my employment shall be at-will. This means I may terminate my employment at any time, for any reason, and the City of Williamsport & River Valley Transit may terminate my employment at any time, for any reason whatsoever.

In the event of employment, I understand that any false or misleading information, statements, or representations given in my application or interview(s) will result in my discharge at any time. I also understand that I am required to abide by all policies, procedures, rules, and regulations of the City of Williamsport & River Valley Transit.

SIGNATURE OF APPLICANT:	DATE:
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