



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)

APPLICANT INFORMATION

Date of Application _____

Name: _____
Last First Middle

Other Names used: _____
(Please list any other names in which you have been known by)

Address: _____
Number & Street City State Zip

Home Phone : (_____) _____ Cell Phone: (____) _____
Area Code

E-mail Address: _____

Are you legally eligible for employment in the United States? Yes No
(Proof of U.S. citizenship or immigration status will be required if hired.)

Are you 18 years or older? Yes No
(If hired you may be asked to furnish a work permit)

EMPLOYMENT DESIRED

Position(s) applied for: _____ Date you can Start: _____

Status desired: Full-time Part-time Seasonal Shifts you can work: 1st 2nd 3rd

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 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): _____

Were you refer by a current City employee? Yes No
 If YES, List Name(s): _____

Are you a veteran of the U. S Military Service? Yes No
 If YES, List Branch _____

Do you have a valid 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			

Have you completed any specialized trainings, courses or activities which directly pertinent to this position? If yes, please describe:

EMPLOYMENT HISTORY

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:	



CITY OF WILLIAMSPORT & RIVER VALLEY TRANSIT
 Williamsport City Hall, 245 West Fourth Street, Williamsport, PA 17701 ▪ (570) 327-7571



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May we contact above employers? Yes No

Please explain any gaps in work history:

Have you ever been terminated from employment or asked to resign by an employer? Yes No

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



REFERENCES

List name, phone number, type of relationship (ex. Supervisor, co-worker, etc.) and years know for three references not related to you.

Name	Phone/E-Mail	Relationship	Years Known

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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