

Tioga County
Application For Employment
An Equal Opportunity Employer

1873 Shumway Hill Road
Wellsboro, PA 16901

telephone: (570)-724-5766 or 800-242-5766

Applicants requiring accommodation in the application or hiring process should contact the Personnel Office.

Name _____
Last First Middle Initial

Present Address: _____
Street City State Zip

Daytime Telephone () _____ Evening Telephone () _____

Date Available to Start _____

Position or Type of Work Applying for _____

Please check (✓) preferred status:

Full-Time Part-Time Seasonal No Preference Other

Are you a U.S. Military Veteran? Yes No (If yes, provide proof of eligibility, DD Form 214 or other documents)

Have you been provided with a copy of the job description/posting? Yes No If yes, can you perform the essential functions of the position, as set forth on the applicable job description, with or without reasonable accommodation? Yes No

Have you ever been convicted of a felony or misdemeanor? Yes No
(If "yes", provide the date, crime or other relevant information. Criminal convictions will be considered only to the extent relevant to the job duties: _____)

Do you have the legal right to work in the United States? Yes No

How did you hear about this position? _____

Education:

Years of High School completed: _____ Diploma: Yes _____ No _____ GED _____

College, University, Technical, Business or other Schools:

Name & Address: _____

Dates of Study: From _____ To _____ Number of Credits: _____

Type of Degree _____ Major Course of Study: _____

Date of expected graduation or graduation date: _____

Skills:

Please list skills that qualify you for the position for which you are applying:

Prior Work History (list in order, last or current employer first):

Name of Employer: _____
Address _____
Telephone No. _____ Dates of Employment: From _____ To _____
Supervisor's Name & Title: _____
Rate of Pay _____ Reason for Leaving: _____
Job Title and Work Performed: _____

Name of Employer: _____
Address _____
Telephone No. _____ Dates of Employment: From _____ To _____
Supervisor's Name & Title: _____
Rate of Pay _____ Reason for Leaving: _____
Job Title and Work Performed: _____

Name of Employer: _____
Address _____
Telephone No. _____ Dates of Employment: From _____ To _____
Supervisor's Name & Title: _____
Rate of Pay _____ Reason for Leaving: _____
Job Title and Work Performed: _____

Personal References: (do not include relatives)

Name: _____
Address: _____
Occupation: _____
Telephone No: _____ Dates Known: From _____ To _____

Name: _____
Address: _____
Occupation: _____
Telephone No: _____ Dates Known: From _____ To _____

Name: _____
Address: _____
Occupation: _____
Telephone No: _____ Dates Known: From _____ To _____

Name: _____
Address: _____
Occupation: _____
Telephone No: _____ Dates Known: From _____ To _____

I certify that the information contained in this Application is true and correct and complete. I understand that: false information or omissions may result in the rejection of this application or termination from employment; that any offer of employment is subject to satisfactory completion of a medical examination and pre-employment drug test and that this application will be active for a period of one year, after that time, if I wish to be considered for employment, I must submit a new application.

Date

Signature of Applicant

Cc: Personnel File

Required Clearances for Employment

The following clearances must be obtained prior to beginning employment with Tioga County Human Services Agency.

Pennsylvania State Police Criminal Background Check:

Click the link below and carefully follow the instructions to register for the PSP check online.
<https://epatch.state.pa.us/>

Child Abuse History Clearance:

Click the link below and carefully follow the instructions to register for the Child Abuse History Check.
http://www.dhs.state.pa.us/cs/groups/webcontent/documents/form/s_001762.pdf

Federal (FBI) Criminal History Report

1. The applicant must register prior to going to the fingerprint site.
 - Registration is available online 24 hours/ seven days per week at www.pa.cogentid.com.
 - Telephonic registration is available at 1-888-439-2486 Monday through Friday, 8:00 a.m. to 6:00 p.m.
 - A list of approved ID types will be listed on the website.
2. Appointments for fingerprinting may be made by contacting the Tioga County Courthouse (570) 723-8231.
 - Applicants will not be processed if they cannot produce an acceptable photo ID. For those currently out of the area, the locations of other fingerprint sites are posted on the above website.
 - **Walk in service without prior registration will not be provided at any fingerprinting location.**
3. Payment may be made online at the time of registration using a debit or credit card. Payment may also be made with a Money Order or Cashiers Check at the fingerprint location. Money Orders and Cashiers Checks must be made out to COGENT SYSTEMS. NO CASH, PERSONAL CHECKS and NO ELECTRONIC PAYMENTS for background checks will be accepted at the fingerprint sites.
4. The Federal Criminal History Record will be returned to the applicant. The Record will be printed with the Commonwealth Seal imbedded on the paper. This document constitutes an official Record. If the Commonwealth Seal is not embedded on the paper, it will be considered an invalid and not an official Record.
5. **Complete processing of the FBI Criminal History Record should take no longer than 4-6 weeks. If the applicant does not receive the Criminal History Record in this time frame, they should call (717) 783-6211.**