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**MT. LEBANON**  
PENNSYLVANIA

## Application for Employment

Mt. Lebanon is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, religion, national origin, ancestry, sex, disabilities, age (40 and over) or any other characteristic protected by law. Reasonable accommodations for the needs of otherwise qualified applicants with disabilities will be made upon request.

**Instructions:** This application must be completed in its entirety. You may submit a resume to supplement the application. You are required to sign the application. If you need assistance completing this application, please notify the Personnel Officer, 412-343-3625.

### Applicant Information

<b>Position applied for:</b>		<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time
<b>Name: Last</b>	<b>First</b>	<b>Middle</b>	
<b>Address:</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>E-mail:</b>			
<b>Phone:</b>	<b>Phone Type:</b> <input type="checkbox"/> Mobile <input type="checkbox"/> Home		

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

**Are you legally eligible to work in the United States?**  Yes  No

**Are you a veteran?**  Yes  No

**Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation?**  Yes  No

**Have you ever been terminated from employment or asked to resign?**  Yes  No  
 If yes, please provide company names and details:

### Education

Education	Name and Location	No. of Years Attended	Degree/Field of Study
High School:			
College/University:			
Trade, Business or Correspondence School:			

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Employment History	
<i>Include your last ten (10) years of employment history, including periods of unemployment, starting with the most recent and working backwards. <b>Military experience and volunteer work may be included as employment.</b></i>	
<b>Employer:</b>	<b>Position:</b>
<b>Address:</b>	<b>Dates: From _____ To _____</b>
<b>Supervisor's Name:</b>	<b>Supervisor's Phone #:</b>
<b>Description of Duties:</b>	
<b>Reason for Leaving:</b>	
<b>Employer:</b>	<b>Position:</b>
<b>Address:</b>	<b>Dates: From _____ To _____</b>
<b>Supervisor's Name:</b>	<b>Supervisor's Phone #:</b>
<b>Description of Duties:</b>	
<b>Reason for Leaving:</b>	
<b>Employer:</b>	<b>Position:</b>
<b>Address:</b>	<b>Dates: From _____ To _____</b>
<b>Supervisor's Name:</b>	<b>Supervisor's Phone #:</b>
<b>Description of Duties:</b>	
<b>Reason for Leaving:</b>	
<b>Employer:</b>	<b>Position:</b>
<b>Address:</b>	<b>Dates: From _____ To _____</b>
<b>Supervisor's Name:</b>	<b>Supervisor's Phone #:</b>
<b>Description of Duties:</b>	
<b>Reason for Leaving:</b>	

**IF YOU NEED ADDITIONAL SPACE, PLEASE CONTINUE ON A SEPARATE SHEET OF PAPER.**

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**References**

**Please list professional references**

Name/Address:	Phone Number:	Relationship:

**Please attach a r sum , if available.**

**Certification, Authorization and Agreement**

I certify that I have given true and complete information in this application process, and I have made no falsifications, omissions, or concealments of material fact. If this application leads to employment, I understand that false or misleading information in my application, resume, or interview may result in my employment being terminated.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Mt. Lebanon to hire me. If I am hired, I understand that either Mt. Lebanon or I can terminate my employment at anytime and for any reason, with or without cause and without prior notice, unless changed by a written agreement signed by a duly authorized representative of Mt. Lebanon.

Signature of Applicant:	Date:
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**For juvenile's parent or legal guardian consent: I the undersigned, do certify that I am the legal parent or guardian of the applicant above, and that I consent and agree to the terms said therein.**

Parent/Legal Guardian Signature: (required if under 18)	Date:
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Mt. Lebanon PA  
710 Washington Road  
Pittsburgh, PA 15228  
412-343-3400

Revised 10/1/2019