Northeastern York County Sewer Authority

Employment Application **Date of Application:**_____

Applicant Information

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address (physical and mailing address if different) *Apartment/Unit #*

_____
City *State* *ZIP Code*

Phone: _____ Email: _____

Available Start Date: _____ Desired Salary: **$** _____

Position Applied for: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

References

Please list three professional references. No relatives, please.

Full Name: _____ Title/Position: _____

Company: _____ Phone: _____

Full Name: _____ Title/Position: _____

Company: _____ Phone: _____

Full Name: _____ Title/Position: _____

Company: _____ Phone: _____

Previous Employment

Please start with your current or most recent employer. If you have a resume, please attach to this form.

Company: _____ Phone: _____

Address: _____ Name of Supervisor: _____

Job Title: _____ Starting Salary: **$** _____ Ending Salary: **$** _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: _____

Address: _____ Name of Supervisor: _____

Job Title: _____ Starting Salary: **$** _____ Ending Salary: **$** _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: **$** _____ Ending Salary: **$** _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Screening Questions

	YES	NO
Are you proficient in Microsoft Applications such as Word and Excel?	☐	☐
Do you have any previous customer service experience?	☐	☐
Do you have experience with general office work such as answering the telephone, filing paperwork, scanning, or printing documents?	☐	☐
Do you have any billing and/or accounting experience?	☐	☐
Are you familiar with composing letters and other forms of communication, such as (but not limited to) email and postage mail?	☐	☐
Do you possess great organizational skills?	☐	☐
Are you willing to work as part of a team?	☐	☐
Are you able to work full time?	☐	☐
Do you have reliable transportation?	☐	☐
May we contact your current or previous employers?	☐	☐
Do you have any other certifications or licenses we should be aware of? If so, please specify and list below.	☐	☐
Are you willing to submit to a drug test?	☐	☐

Any questions regarding this position can be emailed to info@nesewer.org or answered by calling 717-266-1493.