

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
S 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: _____
Address: _____

Phone: _____
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.