|  |  |
| --- | --- |
|  | 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.