



Lancaster Area Sewer Authority  
 130 Centerville Rd.  
 Lancaster, PA 17603  
 (717) 299-4843

## APPLICATION FOR EMPLOYMENT

### Application

Last Name	First Name	Middle Name	Date
Present Address		City	State      Zip Code
Home Telephone Number	Cell Number	Business Telephone Number	Email Address
Position for which you are applying?		Are you available for full-time work?	Date available to start?

### Educational and Professional Training

NAME OF SCHOOL	CITY & STATE	DEGREE(S)	MAJOR
College or University			
College or University			
Business, Technical or Trade			
High School			

### Employment History *Please answer all questions for each employer listed*

Beginning with your current or most recent job, list all paid or unpaid work experience during the last ten years (or longer if pertinent to the position for which you are applying). Explain any gaps in your work experience that exceed six months. If more space is needed, attach additional sheet to application.  
 If you worked under a different name, please indicate the name used.

Employer Name	Telephone Number
Street Address	City      State      Zip Code
Job Position/Title	Name of Supervisor      Dates of Employment
	From      /      To      /
Reason for Leaving	
Is this your current employer? Yes ____ No ____      If yes, may we contact this employer for a work reference? Yes ____ No ____	
If no, please explain	

Lancaster Area Sewer Authority complies with all federal, state and local laws which prohibit discrimination on the basis of race, color, religion, sex, national origin, age (over 40), disability, marital status, ancestry, status as a covered veteran, or any other legally protected characteristics. AN EQUAL OPPORTUNITY EMPLOYER

**Employment History** *Continued*

Employer Name	Telephone Number		
Street Address	City	State	Zip Code
Job Position/Title	Name of Supervisor	Dates of Employment	
		From /	To /
Reason for Leaving			

Is this your current employer? Yes \_\_\_ No \_\_\_ If yes, may we contact this employer for a work reference? Yes \_\_\_ No \_\_\_

If no, please explain

Employer Name	Telephone Number		
Street Address	City	State	Zip Code
Job Position/Title	Name of Supervisor	Dates of Employment	
		From /	To /
Reason for Leaving			

Is this your current employer? Yes \_\_\_ No \_\_\_ If yes, may we contact this employer for a work reference? Yes \_\_\_ No \_\_\_

If no, please explain

Employer Name	Telephone Number		
Street Address	City	State	Zip Code
Job Position/Title	Name of Supervisor	Dates of Employment	
		From /	To /
Reason for Leaving			

Is this your current employer? Yes \_\_\_ No \_\_\_ If yes, may we contact this employer for a work reference? Yes \_\_\_ No \_\_\_

If no, please explain

Indicate certification or licensing, training and/or skills which are applicable to the position for which you are applying:

**Military Record**

The following question will be considered for the purpose of complying with any veteran's preference requirements under the law.

Did you serve in the U.S. Armed Forces? Yes \_\_\_ No \_\_\_

Describe any training received relevant to the position for which you are applying:

**Pre-Employment Background Questionnaire**

Yes No Section A - Personal Information

1. Are you a U.S. citizen or national, an alien lawfully admitted to permanent residence or an alien authorized to work in the United States?

**Note: Federal law requires that you provide, and the Lancaster Area Sewer Authority examines, documents which verify your identity and your eligibility for employment in the United States. As a condition of employment you are required to provide such documentation as mandated by law or government regulation and to sign a form attesting that you are lawfully able to work in the United States. Please be aware that Lancaster Area Sewer Authority participates in E-Verify.**

2. If you are applying for a position that requires driving, do you have a valid driver's license?

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

Yes No Section B - Professional Fitness

1. Have you ever been dismissed, discharged (excluding lay-off), or fired from any employment?

**If you answered "yes" to this question, please give a complete explanation on a separate sheet of paper, including name of employer, dates of employment and reason given for discharge.**

Yes No Section C - Personal Fitness

1. Are you able to perform the essential functions of the position for which you are applying with or without reasonable accommodation?

2. Do you currently use illegal drugs, or have you used illegal drugs in the past 3 months?

**If you answered "yes" to question 2, please give a complete explanation on a separate sheet of paper.**

Yes No Section D - Criminal History

1. Other than traffic violations, have you ever been convicted of a crime (felony or misdemeanor)?

**Note: For the purpose of this question, "convicted" includes (1) all instances in which a plea of guilty or nolo contendere is the basis of a conviction and (2) all proceedings in which a sentence has been suspended or deferred. Please explain nature of the conviction on a separate sheet of paper.**

**References** *Only list individuals who can provide job related reference information*

Name of Reference	Employer	Job Position/Title	Years Known
Address		Telephone Number	Working Relationship with Reference
Name of Reference	Employer	Job Position/Title	Years Known
Address		Telephone Number	Working Relationship with Reference
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Address		Telephone Number	Working Relationship with Reference

By signing your name below, you understand that nothing contained in this application or in the interview process is intended to create an employment contract between the Lancaster Area Sewer Authority and you. No promises regarding employment have been made to you, and you understand that no such promise or guarantee is binding upon the Lancaster Area Sewer Authority unless made in writing.

I hereby give the Lancaster Area Sewer Authority the right to make a thorough investigation into my previous employment and education, contact references, and conduct criminal background and motor vehicle checks; and I release from liability all persons, companies and corporations supplying such information. I release, indemnify and hold harmless the Lancaster Area Sewer Authority from and against any and all liability which might result from making such an investigation and/or inquiry.

The information I have provided in this Application for Employment is true, correct and complete. Any falsification or deliberate misrepresentation, including omission of a material fact, or failure to complete any part of this application or questionnaire, can be grounds for denial of employment or continued employment with Lancaster Area Sewer Authority.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature