

Bradford County Historical Society

109 Pine Street

Towanda, PA 18848

Employment Application

Please print all information, fill out all areas, if Applicable

The Bradford County Historical Society is an Equal Opportunity Employer

Date Date ____/____/____

Full Name _____
Last First Middle

Address _____
Street/PO Box/RR # and Box City State Zip Code

Phone Number (____)____-____ Social Security Number ____-____-____

Date Available for Work ____/____/____ Do You Need To Give Employer Notice Yes No

Best Time and Phone Number to Contact You (Time) _____ (Phone) _____

Type of Employment Applied for Full Time Part-Time

Are You Willing to Work Weekends All Other

Are You on Layoff Yes No Are You Subject to Recall Yes No When _____

If You Under are 18, Can You Furnish Valid Working Papers Yes No

REFERRAL Advertisement Employee Relative Other _____

Do You Have Viable Transportation or Arrangements to Get to Work on Time Yes No

Are You Legally Eligible for Employment in the USA Yes No

Will You Work Over-Time if Required Yes No Will You Travel if Required Yes No

Have You Ever Been Convicted of a Crime Yes No Are you on or have you ever been on

Probation Yes No IF yes, Explain _____

Do You Have Any Physical Restriction That Would Prohibit You From Performing Lifting and/or Back Bending

Labor Activities Yes No If Yes, Explain _____

Do You Have Any Medical Condition(s) That Would Prohibit You From Performing Lifting and/or Physical

Labor Activities Yes No If Yes, Explain _____

If Yes, Will You Furnish BCHS With Medical Records Pertaining to this Condition Yes No

Driver's License Number _____ State _____ Date Expires ____/____/____

Do You Have Any Court Orders Against You Yes No If Yes, Explain _____

Education

Grammar/High School, Years Completed _____ College, Years Completed _____

Military Service (Veteran) Military Reserves Trade School(s), Years Completed _____

Do You Have Any Skills or Further Education That Would Benefit Your Employment Yes No

Explain _____

Employment History: List the Last Three (3) Employers, Assignments or Volunteer Activities, Starting with the Most Recent. Please Include Military Service.

① Employer _____ Phone Number _____

Address _____
Street/PO Box City State Zip Code

Position/Title _____ Immediate Supervisor _____
Duties _____

Date Started ____ / ____ / ____ Date Finished ____ / ____ / ____ Still Employed at Present

Starting Wage \$ _____ Ending Wage \$ _____ May We Contact Them Yes No Later

Reason for Leaving _____

May We Contact You At Work Yes No Later

② Employer _____ Phone Number _____

Address _____
Street/PO Box City State Zip Code

Position/Title _____ Immediate Supervisor _____
Duties _____

Date Started ____ / ____ / ____ Date Finished ____ / ____ / ____

Starting Wage \$ _____ Ending Wage \$ _____ May We Contact Them Yes No Later

Reason for Leaving _____

③ Employer _____ Phone Number _____

Address _____
Street/PO Box City State Zip Code

Position/Title _____ Immediate Supervisor _____
Duties _____

Date Started ____/____/____ Date Finished ____/____/____

Starting Wage \$ _____ Ending Wage \$ _____ May We Contact Them Yes No Later


Reason for Leaving _____

References: List Two Business/Work references who are NOT Related to You and are NOT Previous Supervisors.

Name _____ Phone # _____ Yrs. Known _____

Name _____ Phone # _____ Yrs. Known _____

Because the Bradord County Historical Society is an Equal Opportunity Employer and Does Not Discriminate, You Do Not Have Complete this Information. **If You Do, You Are Voluntarily Divulging This Information.** However, If You Are Employed by the Company, You Will Be Required To Supply This Information.

Date of Birth ____/____/____ Age _____ 

Personal Single Married Divorced Widow Children - How Many _____

Information USA Citizen Alien Male Female  (✓ Check All That Apply)

All New BCHS Employees Will Be Placed on a 2 Month Probationary Period. During this Time Your Work Ethics, Performance, Attendance, Work Attitude, Attitude Towards Management and Other Employees, Ability to Perform the Job You Were Hired for Will Be Strictly Monitored. If for Any Reason, These Condition (s) Are Not Fulfilled to a Acceptable Degree of Our Standards, You Will Be Immediately Terminated. If I'm Employed, I Agree with this Policy;


Your Signature of Acceptance

List Any Professional, Trade, Business or Civic Associations You Are a Member Of:

Name _____ Office Held _____

Name _____ Office Held _____

List any Hobbies you participate in, ie, bowling, golf, hunting, etc _____

Are you on unemployment compensation at the present time  Yes No

If yes, from what employer _____

Check If Additional Information is Attached, ie,

Resume, etc.

NOTICE:

In light of the many changes in, and great variety of, dress styles in our society today, the Bradford County Historical Society requires that all employees dress and present themselves in an acceptable image.

The Bradford County Historical Society believes that each individual employed by us will deal with the patrons of the museum and research library in a polite and acceptable manner. We cannot stress enough that we will not tolerate any form of harassment especially sexual harassment.

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or termination from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign any time, the Employer reserves the right to terminate my employment at anytime, with or without cause and without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary.

I give the Employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

The Employer is an equal opportunity employer. The employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state or federal law.

Date ____/____/____

Signature of Applicant

↑ Do Not Write Below This Line - Office Information

↑

1st Update ____/____/____ 2nd Update ____/____/____

3rd Update ____/____/____

Contacted for Interview Date ____/____/____ & Time _____ No Answer

Scheduled for Interview Date ____/____/____ & Time _____ On Time for Interview

Dressed Appropriately Yes No Attitude Good Unfavorable Cooperative Yes No

Volunteers Information Yes No First Impression Favorable Unfavorable Just OK

Qualifications Seems Qualified Unqualified Over Qualified Average Capable Promising

Probable Other _____

Comments

Contacted Last Employee to See If They Would Hire this Individual Again or Back. Yes No

Hire Date ____/____/____

Start Date ____/____/____ Shift _____ Area/Building _____

Hire At Later Date Yes No Comments _____