



# COUNTY OF BERKS



**Berks County Prison**  
1287 County Welfare Road  
Leesport, PA 19533

**Courthouse/Services Center**  
633 Court Street  
Reading, PA 19601-3584

**Berks County Home – Berks Heim**  
1011 Berks Road  
Leesport, PA 19533

**Berks County Youth Center**  
1261 County Welfare Road  
Leesport, PA 19533

## APPLICATION FOR EMPLOYMENT

**Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, sexual orientation, political affiliation, or disability.**

*(PLEASE PRINT)*

Date of Application \_\_\_\_\_

Position Desired \_\_\_\_\_

Referral Source: \_\_\_\_\_ Advertisement (Please Specify) \_\_\_\_\_ Relative \_\_\_\_\_ Other \_\_\_\_\_  
\_\_\_\_\_ Employment Agency \_\_\_\_\_ Friend \_\_\_\_\_

### Personal Information:

Name \_\_\_\_\_

Address \_\_\_\_\_  
Last First Middle

Phone No. \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Number Street City State Zip Code

Have you filed an application here within the past two years? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been employed here before? \_\_\_\_\_ Yes \_\_\_\_\_ No Date \_\_\_\_\_

Are you legally eligible to work in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been convicted of a felony? \_\_\_\_\_ Yes \_\_\_\_\_ No

(Conviction will not necessarily disqualify an applicant from employment)

If yes, explain \_\_\_\_\_

### Availability:

Are you available to work? \_\_\_\_\_ Full-Time \_\_\_\_\_ Part-Time

Date available to start? \_\_\_\_\_

#### If required by the position would you be able to work:

Evening hours (2<sup>nd</sup> or 3<sup>rd</sup> shift)? \_\_\_\_\_ Yes \_\_\_\_\_ No

Weekends? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you available to work overtime if asked? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you on lay-off and subject to recall? \_\_\_\_\_ Yes \_\_\_\_\_ No

Can you travel if a job requires it? \_\_\_\_\_ Yes \_\_\_\_\_ No

Some positions within the County of Berks require a valid drivers license. Can you meet this requirement if necessary? \_\_\_\_\_ Yes \_\_\_\_\_ No

## Skills and Qualifications:

Describe any skills appropriate for the work you are seeking such as computer/typing skills, fluency in languages, machine operation, etc. Also include any licenses, certifications, or registrations you currently hold. \_\_\_\_\_

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List professional, trade or business organizations to which you belong and offices held. Exclude groups which indicate race, color, religion, sex, national origin, age, marital or veteran status, sexual orientation, political affiliation, or disability. \_\_\_\_\_

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## Education:

	High School	Business Trade/Tech School or Other	College/University	Graduate/Professional
School Name				
Years Completed:	9 10 11 12	1 2 3 4	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study:				
Describe specialized training, apprenticeship skills, internships and extra-curricular activities				
Honors, awards, and scholarships received				

# Employment Experience:

List each job held. Start with your present or most current job. If you need additional space, please continue on a separate sheet of paper.

Employer #1	DATES		Work Performed
	From	To	
Address			
Job Title	<u>HRLY. RATE/SALARY</u>		
Supervisor	Start	Final	
Reason for Leaving			
Employer #2	DATES		Work Performed
	From	To	
Address			
Job Title	<u>HRLY. RATE/SALARY</u>		
Supervisor	Start	Final	
Reason for Leaving			
Employer #3	DATES		Work Performed
	From	To	
Address			
Job Title	<u>HRLY. RATE/SALARY</u>		
Supervisor	Start	Final	
Reason for Leaving			
Employer #4	DATES		Work Performed
	From	To	
Address			
Job Title	<u>HRLY. RATE/SALARY</u>		
Supervisor	Start	Final	
Reason for Leaving			

Give name, address, and telephone number of three professional references not related to you.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Veterans:

Do you wish to claim Veterans Preference? (Proof of Honorable Discharge Required)     Yes     No

### Special Employment Notice to Disabled Veterans, Vietnam Era Veterans, and Individuals with Physical or Mental Disabilities

Government contractors are subject to Section 402 of the Vietnam Era veterans Readjustment Act of 1974, which requires that they take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era, and Section 503 of the Rehabilitation Act of 1973, as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified handicapped individuals.

If you are a disabled veteran, or have a physical or mental disability, you are invited to volunteer this information. The purpose is to provide information regarding proper placement and appropriate accommodation to enable you to perform the job in a proper and safe manner. This information will be treated as confidential. Failure to provide this information will not jeopardize or adversely affect any consideration you may receive for employment.

If you wish to be identified, please sign below.

\_\_\_\_\_ Disabled Individual      \_\_\_\_\_ Disabled Veteran      \_\_\_\_\_ Vietnam Era Veteran

Signed \_\_\_\_\_

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## Agreement:

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the County of Berks reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. \_\_\_\_\_ (initial)

I hereby authorize the County of Berks to thoroughly investigate my references, work records, education, criminal history, and other matters related to my suitability for employment and, further, authorize my current and former employers to disclose to the company any and all letters, reports and other information pertaining to my employment with them, without giving me prior notice of such disclosure. In addition, I hereby release the County of Berks my current and former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure. \_\_\_\_\_ (initial)

I understand that if offered employment, the offer is contingent on my passing a pre-employment alcohol and drug screen and a pre-employment physical. By signing this application, I voluntarily agree to submit to a pre-employment alcohol/drug screen and pre-employment physical upon receipt of a verbal offer of employment. I understand that failure to pass the alcohol/drug screen and/or physical will result in withdraw of the employment offer. \_\_\_\_\_ (initial)

I certify that the answers given herein are true and complete to the best of my knowledge.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand, that if hired, I will be required to abide by all rules and regulations of the County.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

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AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER M/F/V/D  
Berks County complies with the Drug-Free Workplace Act of 1989

# Request for Job Applicant Information

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The County of Berks is an equal opportunity and affirmative action government contractor. In compliance with government regulations we are required to record numbers of job applicants by sex and ethnic category. We ask that you indicate your race or national origin and sex.

**DO NOT WRITE YOUR NAME.**

You are not required to provide this information. Your application for employment will be considered in the same manner whether or not you fill out this form. This information will not be kept with your application and will be used only in accordance with state and federal regulations.

**Check One:**

- Female
- Male

**Check One:**

- Hispanic
- Asian
- Black/African American
- Native American/Alaska Native
- Native Hawaiian/Pacific Islander
- White
- Two or More Races

Job Title(s) Applied for:

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Date of Job Application:

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If you have any questions about the government requirements or this request, please contact the Human Resources Department at 610-478-6118.