



Temporary/Part-Time Employment Opportunity

The City of St. Marys is accepting applications and resumes for a temporary part-time Community Service Specialist position. Duties involve assisting with the administration of various programs and services offered by the City. The position will be part of the City Manager's staff and will report to the Community and Economic Development Coordinator. Job Description available on request. The applicant should be familiar with Section 8 HUD regulations as well as Title 24 of the Code of Federal Regulations (24 CFR) as it pertains to housing, community development, income eligibility, fair housing and environmental reviews. The City is seeking applicants who are professional and well-organized with computer experience in Microsoft Word, Excel and Power Point. Person must be available to work flexible hours and attend evening meetings, when applicable. Please submit applications to: City of St. Marys, Human Resource Specialist, 11 LaFayette Street, St. Marys, PA 15857. Applications will be accepted until the close of business on August 3, 2018. Any questions may be directed to 781-1718 ext. 247. The City of St. Marys is an Equal Opportunity Employer.





APPLICATION FOR EMPLOYMENT

(PLEASE PRINT CLEARLY)

11 LaFayette Street
P.O. Box 1994
St. Marys, PA 15857
(814) 781-1718

This institution does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, sex ancestry, or on the basis of age or physical or mental disability unrelated to ability to perform the work required. No question on this application is intended to secure information to be used for such discrimination. This application will be given every consideration, however its receipt does not imply that the applicant will be employed.

PERSONAL INFORMATION

Date of Application _____

Date Available _____

NAME _____
LAST FIRST MIDDLE

PRESENT ADDRESS _____ Phone Number _____
STREET CITY STATE ZIP

PERMANENT ADDRESS _____ Phone Number _____
(If different than Present) STREET CITY STATE ZIP

If you cannot be reached at above phone number, where may we contact you? Name of Person _____ Phone _____

Are you legally eligible for employment in this country? Yes No (Proof of U.S. citizenship or immigration status may be required upon employment)

EMPLOYMENT DESIRED

TYPE OF WORK DESIRED	DESIRED SALARY
First Choice	
Second Choice	
Third Choice	

WILL YOU ACCEPT EMPLOYMENT OF: FULL TIME? _____ PART TIME? _____

Are You Employed Now? _____ May We Contact Your Present Employer? _____

If No, Why? _____

Are you 18 Yrs of Age or Older? _____ How Did You Learn of This Opening? _____

EDUCATION

CIRCLE HIGHEST GRADE COMPLETED 8 9 10 11 12 13 14 15 16 SCHOLASTIC HONORS RECEIVED _____

	NAME OF SCHOOL	LOCATION (CITY, STATE)	COURSES TAKEN
GRAMMAR OR GRADE SCHOOL			
HIGH SCHOOL			
COLLEGE			
VOCATIONAL OR BUSINESS			

Extracurricular Activities While in School _____

Members of Professional Organizations _____

Honors Received, Volunteer or Community Service or Other Qualifications You Have Which You Feel Are Related to the Position for Which You Are Applying: _____

Have You Ever Been in the U.S. Armed Forces? _____ What is You Present Selective Service Classification? _____ Are You Presently a Member of Reserves or National Guard? _____ If So, When Is Your Enlistment Up? _____

PROFESSIONAL LICENSES AND/OR CERTIFICATIONS

TYPE	ORGANIZATION OR STATE ISSUED	DATE ISSUED	NUMBER	VERIF.
TYPE	ORGANIZATION OR STATE ISSUED	DATE ISSUED	NUMBER	
TYPE	ORGANIZATION OR STATE ISSUED	DATE ISSUED	NUMBER	

EMPLOYMENT RECORD (list last or present position first)

PRESENT AND FORMER EMPLOYERS	DATES EMPLOYED	SALARY RANGE	POSITION & DUTIES	REASON FOR LEAVING
Name _____ Address _____ Supervisors Name _____ Phone _____	From	Starting		
	To	Ending		
Name _____ Address _____ Supervisors Name _____ Phone _____	From	Starting		
	To	Ending		
Name _____ Address _____ Supervisors Name _____ Phone _____	From	Starting		
	To	Ending		
Name _____ Address _____ Supervisors Name _____ Phone _____	From	Starting		
	To	Ending		

Please explain all periods of unemployment. _____

If your former employment references, education or military service are under a name other than indicated on front of application, please indicate below.

_____ LAST FIRST MIDDLE INITIAL

Have you ever been convicted of a crime? _____ If so, for what, when and where? _____

A conviction(s) will not necessarily bar employment. The nature and time of the offense will be considered.

USE THIS SPACE TO GIVE US FURTHER INFORMATION WHICH WILL ASSIST US IN PLACING YOU, INCLUDING AT LEAST TWO PERSONAL REFERENCES NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

Do you consider yourself to be able to perform all of the duties required by the job(s) for which you are making application without endangering yourself, other employees _____ If no, please explain: _____

I voluntarily give this institution the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation and release from all liability or responsibility all persons, companies or corporations supplying such information. I consent to take the post-offer physical examination, and such future physical examinations as may be required by this institution at such times and places as the institution shall designate.

I understand that I will be required to follow the personnel policies and rules of the institution and that infractions of said rules may lead to dismissal. I also understand that my employment may be terminated for any misstatement or omission of fact appearing on this application form.

I further understand that this institution follows equal employment practices and there is no discrimination in the hiring of individuals based on sex, race, religion, age, or physical or mental disability unrelated to ability to perform the work required.

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, for any reason, the employer reserves the right to terminate my employment at any time, for any reason. I understand that no representative of the employer has the authority to make assurances of the contrary except the President by signed writing.

I understand that if I am employed it will be on a probationary or trial basis for a period of time to be determined at the date of hire. Upon my termination I authorize the release of reference information on my work.

DATE

APPLICANT'S SIGNATURE

FOR PERSONNEL OFFICE USE

Hired _____ For what department _____ Position _____

Salary _____ per **YEAR** MONTH _____ Starting Date _____
HOUR