

## §1.0 - GENERAL

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Authority Office at telephone (717) 566-3237 x-301 or by email @ [hr@dtma.com](mailto:hr@dtma.com) .

## §2.0 - APPLICANT INFORMATION

Position Applied for: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #  
 \_\_\_\_\_  
City State ZIP Code

eMail Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ If necessary, best time to call you is: \_\_\_\_\_ AM / PM

May we contact you at work? YES  NO

If yes, work number: \_\_\_\_\_ & Best time to call: \_\_\_\_\_ AM / PM

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Driver's License State and Number: \_\_\_\_\_ Is your Driver's License Valid? YES  NO

Are you aware of any current or pending Driver's License Suspensions? YES  NO

Are you legally eligible for employment in the United States? YES  NO

*Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.*

Have you ever pleaded "guilty" or "no contest" to, or been convicted of a crime? YES  NO

If "yes", please provide date(s) and details: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

### §3.0 - EDUCATION

High School: \_\_\_\_\_ Address: \_\_\_\_\_

Do you possess a high school diploma or GED? YES  NO

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

### §4.0 - MOST RECENT OR CURRENT EMPLOYMENT

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your supervisor for a reference? YES  NO  (If YES, please list reference information in §5.0, below.)

### §4.1 - PREVIOUS EMPLOYMENT

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO  (If YES, please list reference information in §5.0, below.)

### §4.2 - PREVIOUS EMPLOYMENT

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO  (If YES, please list reference information in §5.0, below.)

### §4.3 - PREVIOUS EMPLOYMENT

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO  (If YES, please list reference information in §5.0, below.)

COMMENTS, including an explanation of any gaps in employment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### §5.0 - REFERENCES

Please provide the following information for three business/work references. If none available, please list three personal references. **REFERENCES SHOULD NOT BE RELATIVES OR DTMA EMPLOYEES.**

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

### §6.0 - MILITARY SERVICE

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Did you receive an honorable or general discharge? YES  NO

### §7.0 - SKILLS, QUALIFICATIONS AND OTHER INFORMATION

Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job related functions for the position for which you are applying: \_\_\_\_\_

List any additional information you would like us to consider: \_\_\_\_\_

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**§8.0 - APPLICANT STATEMENT**

*I certify that all information I have provided in order to apply for and secure work with the Authority is true, complete and correct.*

*I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from employment by the Authority, whenever it is discovered.*

*I expressly authorize, without reservation, the Authority, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the Authority, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations, or organizations for furnishing such information about me.*

*I understand that the Authority does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.*

*I understand that this application remains current for only 60 days.*

*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 Authority 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. I understand that no supervisor or representative of the Authority is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid.*

*I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.*

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

*I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.*

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_