

EMPLOYMENT SUMMARY

Commonwealth of Pennsylvania
State Employees' Retirement System
30 North Third Street, Suite 150
Harrisburg PA 17101-1716

Position You Are Applying For: _____

Date Available: _____

THE FOLLOWING INFORMATION MUST BE TYPED OR PRINTED IN INK

Name: Last First Middle Initial

Address City or Borough State Zip Code

Business Phone Number Home Phone Number Cell Phone Number

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Email Address

Please list any individuals and their telephone numbers who we would contact if unable to reach you regarding consideration for employment

Name Daytime Telephone Number ()

Name Daytime Telephone Number ()

PLEASE CIRCLE

- | | | |
|--|-----|----|
| 1. Are you a Pennsylvania resident? | YES | NO |
| 2. Are you currently receiving a state pension? | YES | NO |
| 3. If appointed, would you have additional outside employment? | YES | NO |

To include additional information to questions 1-3, use the space below and/or attach additional sheets.

EDUCATION – If more than one school per category, list on a separate piece of paper.

NAME AND ADDRESS OF SCHOOL	Highest Grade Completed	Graduation Date	Semester Hours	Course of Study	Major
High School/Vocational					
College					
Post Graduate					
Other (Technical, Correspondence, Military, etc)					

EMPLOYMENT

List your work experience record. Include paid employment, volunteer or unpaid work. Describe your duties and responsibilities below. Attach additional sheets if needed with your name and social security number on each attachment.

EMPLOYMENT HISTORY (Start with your current or most recent employment)

1.	Employer's Name	Address	City	State	Zip Code
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2.	Your Supervisor's Name	Supervisor's Title	Supervisor's Telephone Number
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3.	Dates of Employment	Circle One:
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Starting ____/____/____	Starting Wage _____	Hourly or Weekly
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Ending ____/____/____	Ending or Current Wage _____	Hourly or Weekly
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Average number of hours worked each week _____	May we contact employer?	YES	NO
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Reason for leaving: _____

Your job title: _____

Describe your job duties and responsibilities:

1.	Employer's Name	Address	City	State	Zip Code
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2.	Your Supervisor's Name	Supervisor's Title	Supervisor's Telephone Number
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3.	Dates of Employment	Circle One:
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Starting ____/____/____	Starting Wage _____	Hourly or Weekly
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Ending ____/____/____	Ending or Current Wage _____	Hourly or Weekly
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Average number of hours worked each week _____	May we contact employer?	YES	NO
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Reason for leaving: _____

Your job title: _____

Describe your job duties and responsibilities:

1. Employer's Name Address City State Zip Code

2. Your Supervisor's Name Supervisor's Title Supervisor's Telephone Number
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3. Dates of Employment Circle One:

Starting ____/____/____ Starting Wage ____ Hourly or Weekly

Ending ____/____/____ Ending or Current Wage ____ Hourly or Weekly

Average number of hours worked each week ____ May we contact employer? YES NO

Reason for leaving: _____

Your job title: _____

Describe your job duties and responsibilities:

If you require an interview accommodation due to a disability, contact the Human Resources Division at (717) 783-8085.

ARREST – CONVICTION RECORD

An arrest or conviction record may not prohibit employment. However, failure to disclose either type of record could result in failure to be considered for employment or may lead to dismissal after employment.

CRIMINAL OFFENSE Includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of nolo contendere (no contest).

CONVICTION 'is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate which results in a fine, sentence or probation. You may OMIT: minor traffic violations committed before your 18th birthday which were adjudicated in juvenile court under a Youth Offender Law and any convictions which have been expunged by a court or for which you **SUCCESSFULLY COMPLETED** an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal offense? YES NO

Are you now under charges for a criminal offense? YES NO

Explanation: (If you need a separate piece of paper to explain details, please attach and include your signature and social security number.)

Applicant's Name

Applicant's Social Security Number

REFERENCES: As part of the employment process of the Commonwealth of Pennsylvania, you must provide three (3) references, including one who is a personal acquaintance and at least one who is a former employer. If you do not have prior work experience, members of a school faculty or social organization are acceptable as references.

1. Current Employer / Supervisor

Name (Print or Type) Position

Address City State Zip Code

Daytime Telephone ()

2. Former Employer / Supervisor

Name (Print or Type) Position

Address City State Zip Code

Daytime Telephone ()

3. Personal Reference

Name (Print or Type) Position

Address City State Zip Code

Daytime Telephone ()

You may have my permission to contact any of the above persons or organizations to verify my work history, character, or educational background.

The Pennsylvania State Employees' Retirement System
is an Equal Opportunity Employer.

Applicant's Signature

Date Signed

Initials _____