

NORTHERN CENTRAL RAILWAY – STEAM INTO HISTORY

2 West Main Street

P.O. Box 128

New Freedom, PA 17349

(717)942-2370

www.northerncentralrailway.com



EMPLOYMENT APPLICATION

Northern Central Railway – Steam Into History provides equal employment opportunity to all qualified persons and does not unlawfully discriminate against any person on the basis of race, color, creed, religion, sex, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Please:

- Type or print all requested information.
- Complete all information even if the information is included on a resume or other document.
- Specify the exact title of the position for which you are applying.
- Sign and date the application.
- Submit the application to the address above.

Position Applying For:

Personal Information

First Name:

MI:

Last Name:

Street Address:

City:

State:

Zip Code:

Phone Number:

Other Phone Number:

Email Address:

General Information

Are you legally eligible to work in the United States of America? (Verification will be required)

Yes

No

Are you 18 years of age or older?

Yes

No

Have you ever worked at, volunteered for, or applied to be an employee or volunteer for Northern Central Railway?

Yes No If yes, list dates and positions.

Do you have any family or friends currently working or volunteering for Northern Central Railway?

Yes No If yes, list names and positions.

Have you ever been convicted of a felony? (Conviction is not an automatic disqualification.)

Yes No If yes, explain nature of conviction, date, and disposition.

Employment Request

Are you able and willing to work any shift including evenings and weekends? Yes No

If no, list limitations.

If applicable, are you available to work overtime if requested? Yes No

Yes No

Minimum Pay Requested: \$

Date Available to Start:

How did you hear about this position?

Employment History (begin with most recent)			
Employer:		Job Title:	
Address:			May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Dates Employed:	From:	To:	Final Pay Rate:
Job Duties:		Reason for Leaving:	
Supervisor:		Phone Number:	
Employer:		Job Title:	
Address:			May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Dates Employed:	From:	To:	Final Pay Rate:
Job Duties:		Reason for Leaving:	
Supervisor:		Phone Number:	
Employer:		Job Title:	
Address:			May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Dates Employed:	From:	To:	Final Pay Rate:
Job Duties:		Reason for Leaving:	
Supervisor:		Phone Number:	
Education			
Level	School Name	Location	Degree Obtained
High School/GED			
College/University			
Graduate School			
Vocational/Specialized			
Military Service			
Have you served in the military?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, what branch?			
List any specialized training:			

Professional/Personal References

Please provide 3 professional or personal references (may not be a family member) who can attest to your skills, ability, experience, dependability, and character.

Name	Relationship to You	Contact Information

Additional Information

Professional Licenses:

Certifications:

Awards/Honors/Special Achievements:

Other:

Background Requirements

PA Child Protective Services law requires that all employees obtain necessary clearances since operations involve direct contact with children. Required clearances for all employees include: PA Child Abuse History, PA Criminal Record, and FBI Criminal Record. We are required to make certain employment decisions based upon results. All results will be handled on a case by case basis and will be kept confidential in accordance with applicable laws.

Certification and Signature

I certify that the facts set forth in this application are true, complete, and correct to the best of my knowledge. I understand that any misrepresentations, falsifications, or omissions on this application can be grounds for rejection of my application or, if I am employed by this company, for my immediate termination of employment. I authorize Northern Central Railway – Steam Into History to make any necessary inquiries and investigations into my education, employment history, and other information. I further authorize, unless otherwise indicated on this application, the release of my information to Northern Central Railway – Steam Into History by any employers, schools, individuals, or other organizations listed on this application.

Signature	Date
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For Office Use Only

Date Received: _____

Reviewed By: _____

Notes: _____