

ORIENTATION CHECKLIST IS LISTED BELOW
PLEASE READ CAREFULLY

The City of Harrisburg seasonal employment requirements are listed below. All prospective employees must complete the list below for orientation. **IMPORTANT NOTE:** Any delays with paperwork will hinder your success in job placement and readiness for employment.

The City of Harrisburg will conduct background checks and clearances are required for all seasonal employees. The applicant is responsible for the cost of obtaining clearances.

FEDERAL CRIMINAL HISTORY RECORD

[HTTPS://WWW.IDENTOGO.COM](https://www.identogo.com)

Exception: (15-17) Minor Children must provide a sworn affidavit that states you have not committed any of the disqualifying crimes. Affidavits for minors are required for employment. If you will be 18 years during employment, you are required to obtain an FBI clearance once your birthday has occurred.

PENNSYLVANIA STATE POLICE HISTORY

[HTTPS://EPATCH.STATE.PA.US/HOME.JSP](https://epatch.state.pa.us/home.jsp)

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

[HTTPS://WWW.COMPASS.STATE.PA.US/CWIS/PUBLIC/HOME](https://www.compass.state.pa.us/cwis/public/home)

MANDATORY REPORTER TRAINING CERTIFICATION

[HTTPS://WWW.REPORTABUSEPA.PITT.EDU](https://www.reportabusepa.pitt.edu)

DRIVER'S LICENSE, PHOTO ID OR SCHOOL ID MUST BE PROVIDED DURING ORIENTATION.

WORKING PAPERS - If you are between the ages of 14 and 17 as of your date of hire, you must provide working papers regardless of whether or not you are still in school.

PROOF OF OCCUPATIONAL PRIVILEGE TAX (OPT) OR EMERGENCY AND MUNICIPAL SERVICES TAX (EMST) PAYMENT - If you have already paid your occupational privilege tax or emergency and municipal services tax for the year 2018, please bring the receipt so an additional deduction will not be made by the City of Harrisburg.

SOCIAL SECURITY CARD - The Social Security Administration, the Department of Labor and Industry, and the Internal Revenue Service require that all employees' names in the payroll system exactly match their names printed on their Social Security Cards. Therefore, you must bring your original Social Security Card for verification.

DOCUMENTS THAT ESTABLISH EMPLOYMENT ELIGIBILITY - The Department of Homeland Security, U.S. Citizenship and Immigration Services, requires that employees provide proof of your employment eligibility to their employers within three (3) business days of their dates of employment. Therefore, you must present the original documents that establish identity and employment eligibility to the Bureau of Human Resources. **PLEASE REFER TO THE LIST OF ACCEPTABLE DOCUMENTS.**

COMPLETED EMERGENCY CONTACT FORM WHICH IS ENCLOSED - You must provide names, home and work addresses, and phone numbers for two contact persons and, if applicable, your spouse's name, social security number, date of birth, home and work addresses, and phone numbers. Please also provide your blood type and medical allergies.

Please keep this page for your records

**BUREAU OF HUMAN RESOURCES
REV. DR. M.L. KING, JR.
CITY GOVERNMENT CENTER, SUITE 406
10 NORTH SECOND STREET
HARRISBURG, PA 17101
(717) 255-6475**



www.harrisburgpa.gov/careers

INSTRUCTIONS FOR PART-TIME (SEASONAL) EMPLOYMENT APPLICATION

- 1. Answer every question. The application will not be accepted by the Bureau of Parks and Recreation if all required information is not completed.**
- 2. If a question does not pertain to you, please enter "N/A".**
- 3. If additional space is necessary, use a separate sheet of 8 1/2" x 11" paper.**
- 4. Do not misrepresent, falsify or omit any requested information. Any person who misrepresents or omits information on his/her application for employment with the City of Harrisburg shall not be permitted to make future application with the City of Harrisburg for a period of three (3) years.**
- 5. If you need assistance in completing this application due to a disability, you may contact the Bureau of Human Resources at (717) 255-6475.**

(REVISED 2019)

Seasonal Employment Application

Last Name	First Name	MI	Social Security Number - -
Street Address		City, State	
Zip Code			
Apartment/Unit #	Phone Number () -	Email	
Date available for work	Do you have a Driver's License? YES / NO	License Number	Class

Check for job preferences:

Site Leader or Program Specialist	<u>Lifeguards only:</u>	
Recreation Assistant	CPR/AED Certified	YES / NO
Pool Manager	Expiration Date:	
Lifeguard	<u>Site Leaders only:</u>	
Pool Monitor	CPR/AED Certified	YES / NO
Park Laborer	Expiration Date:	

Education

High School	Did you Graduate? YES / NO	Type of Degree Received
College or Trade School	Did you Graduate? YES / NO	Type of Degree Received

Certificates or Special Training:

Employment Experience (list present or most recent on top)

A. Name of Employer	Position Title/Type of Work	Phone Number () -
Description of Duties:	Salary	Reason for Leaving
B. Name of Employer	Position Title/Type of Work	Phone Number () -
Description of Duties:	Salary	Reason for Leaving
C. Name of Employer	Position Title/Type of Work	Phone Number () -
Description of Duties:	Salary	Reason for Leaving

Have you ever worked for the City of Harrisburg? YES / NO	If yes, which Department(s)?
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List names of any relatives currently working for the City of Harrisburg.

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Character References: Do not list relatives, former employers or persons living outside the United States or its territories. List three (3) references who have definite knowledge of your qualifications and fitness for the position for which you are applying.

1. Name	Address	Phone Number () -
2. Name	Address	Phone Number () -
3. Name	Address	Phone Number () -

General Information

A. Certain part-time jobs with the City require a pre-employment physical examination or drug test. If the position for which you are being considered requires a pre-employment physical examination or drug test, are you willing to submit to a pre-employment physical or drug test at the City's expense after a conditional job offer has been made to you? YES / NO

B. City employment requires a background investigation. Are you willing to have a background investigation done? YES / NO

Employment Background

A. Have you EVER been discharged (fired), asked to resign, furloughed, suspended for cause, or subjected to disciplinary action while in any position (except for reasons of medical disability)? If yes, state reason(s): YES / NO

B. Have you ever resigned (quit) after being informed that your employer intended to discharge (fire) you for a non-medical related reason? If yes Please give the name and address of employer, date and reason in each case. YES / NO

C. Have you ever applied to or been hired by the City of Harrisburg? If you have applied, list date(s) of application: YES / NO

AFFIDAVIT

I certify that the information provided in this application for employment is true and complete to the best of my knowledge. I authorize the City of Harrisburg to make an investigation of any of the information set forth in this application and release the City of Harrisburg and its agents from any liability. I agree and consent to this application being rejected without cause or hearing if any of the information herein contains any misrepresentation or falsification or if any material information has been omitted.

NOTICE TO APPLICANT

If you are considered for possible employment with the City of Harrisburg you will be required to undergo a background investigation to verify your suitability for the position for which you are being considered. In order for a background investigation to be performed you must authorize the City of Harrisburg and/or its agent to perform such. The background investigation may include verification of employment, military service, education, criminal history, credit history and driving record.

Printed Name of Applicant

Date of Birth

Signature of Applicant

Date