



# Pennsylvania Turnpike Commission

## APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

THIS APPLICATION WILL REMAIN ON FILE FOR ONE YEAR

PLEASE PRINT OR TYPE

72-26 REV. 3/07 WEB

### PERSONAL

Last Name		First	Middle Initial	Social Security No.		Current Date
Street Address			City	County	State	Zip Code
IF WE ARE REQUIRED TO PROVE TO U.S. CITIZENSHIP AND IMMIGRATION SERVICES THAT YOU ARE PERMITTED TO WORK IN THE UNITED STATES, WILL YOU BE ABLE TO PROVIDE THE NECESSARY DOCUMENTATION?  ( ) YES ( ) NO				Telephone  ( ) _____		

### EDUCATION

NAME & LOCATION (CITY & ZIP CODE, IF KNOWN) OF COLLEGE OR UNIVERSITY. (IF YOU EXPECT TO GRADUATE WITHIN NINE MONTHS, GIVE MONTH AND YEAR YOU EXPECT TO RECEIVE YOUR DEGREE.)	DID YOU GRADUATE?	SEMESTER HOURS	OTHER (SPECIFY)	TYPE OF DEGREE (BS, BA, ETC.)	MAJOR COURSE OF STUDY
HIGH SCHOOL : GED DIPLOMA? ( ) YES					
TECHNICAL, BUSINESS, OR OTHER SCHOOL:					
COLLEGE, UNIVERSITY, PROFESSIONAL SCHOOLS:					
CREDITS OBTAINED ELSEWHERE:					

### POSITIONS DESIRED (Check all that apply):

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> ADMINISTRATIVE         | <input type="checkbox"/> ENGINEERING            | <input type="checkbox"/> MAINTENANCE (CDL)           | <input type="checkbox"/> MARKETING      |
| <input type="checkbox"/> CLERICAL / SECRETARIAL | <input type="checkbox"/> FINANCE / ACCOUNTING   | <input type="checkbox"/> MAINTENANCE (Non-CDL)       | <input type="checkbox"/> RADIO OPERATOR |
| <input type="checkbox"/> MANAGERIAL             | <input type="checkbox"/> HUMAN RESOURCES        | <input type="checkbox"/> MAINTENANCE (Auto Mechanic) | <input type="checkbox"/> TOLL COLLECTOR |
| <input type="checkbox"/> CUSTOMER ASSISTANCE    | <input type="checkbox"/> INFORMATION TECHNOLOGY | <input type="checkbox"/> MAINTENANCE (Trades)        | <input type="checkbox"/> OTHER _____    |

### WORK LOCATION PREFERENCE

(CHOICES SHOULD BE IN NUMERICAL ORDER)

INTERCHANGES (FARE COLLECTION)	MAINTENANCE LOCATIONS
<ul style="list-style-type: none"> <li>■ District 6</li> <li>___ Gateway</li> <li>___ Warrendale</li> <li>___ Butler Valley</li> <li>___ Allegheny Valley</li> <li>Beaver Valley Expressway</li> <li>___ N. Toll 60</li> <li>___ S. Toll 60</li> <li>■ District 1</li> <li>___ Pittsburgh</li> <li>___ Irwin</li> <li>___ New Stanton</li> <li>Mon/Fayette Expressway</li> <li>___ M52</li> <li>___ California</li> <li>___ M5</li> <li>Amos K. Hutchinson Bypass</li> <li>___ Mainline</li> </ul>	<ul style="list-style-type: none"> <li>■ District 2</li> <li>___ Donegal</li> <li>___ Somerset</li> <li>___ Bedford</li> <li>___ Breezewood</li> <li>___ Fort Littleton</li> <li>___ Willow Hill</li> <li>___ Blue Mountain</li> <li>■ District 3</li> <li>___ Carlisle</li> <li>___ Gettysburg Pike</li> <li>___ Harrisburg West</li> <li>___ Harrisburg East</li> <li>___ Lebanon/Lancaster</li> <li>___ Reading</li> <li>___ Morgantown</li> <li>___ Downingtown</li> </ul>
<ul style="list-style-type: none"> <li>■ District 4</li> <li>___ Valley Forge</li> <li>___ Norristown</li> <li>___ Fort Washington</li> <li>___ Willow Grove</li> <li>___ Philadelphia</li> <li>___ Delaware Valley</li> <li>___ Delaware River Bridge</li> <li>___ Mid-County</li> <li>■ District 5</li> <li>___ Lansdale</li> <li>___ Quakertown</li> <li>___ Lehigh Valley</li> <li>___ Mahoning Valley</li> <li>___ Pocono</li> <li>___ Wilkes-Barre</li> <li>___ Wyoming Valley</li> <li>___ Keyser Avenue</li> <li>___ Clarks Summit</li> </ul>	<ul style="list-style-type: none"> <li>■ District 1</li> <li>___ Homewood</li> <li>___ Gibsonsia</li> <li>___ Harrison City</li> <li>___ Greensburg</li> <li>___ Donegal</li> <li>___ Jefferson Hills</li> <li>■ District 2</li> <li>___ Somerset</li> <li>___ Allegheny Tunnel</li> <li>___ Keggs</li> <li>___ Everett</li> <li>___ Burnt Cabins</li> <li>___ Tuscarora Tunnel</li> <li>___ Blue/Kitt Tunnel</li> <li>■ District 3</li> <li>___ Newville</li> <li>___ New Cumberland</li> <li>___ Mt. Gretna</li> <li>___ Bowmansville</li> <li>■ District 4</li> <li>___ Devault</li> <li>___ Plymouth Meeting</li> <li>___ Trevoise</li> <li>■ District 5</li> <li>___ Quakertown</li> <li>___ Slatington</li> <li>___ Lehigh Tunnel</li> <li>___ Pocono</li> <li>___ Wyoming Valley</li> </ul>
<b>CENTRAL OFFICE - HARRISBURG</b>	
<b>Comments</b>	

## **WORK HISTORY (Record Your Last Employer First)**

Name of Employer	Street Address	City	State	Zip Code	
Your Position Title	Name & Title of Your Immediate Supervisor	Employment Dates		Annual Salary	
		From	To	Starting	Present/Final

Do you object to PTC contacting this employer?      ( ) Yes      ( ) No      Phone # (      )

Describe your major duties & responsibilities.

Reason for leaving:

Name of Employer	Street Address	City	State	Zip Code	
Your Position Title	Name & Title of Your Immediate Supervisor	Employment Dates		Annual Salary	
		From	To	Starting	Present/Final

Do you object to PTC contacting this employer?      ( ) Yes      ( ) No      Phone # (      )

Describe your major duties & responsibilities.

Reason for leaving:

Name of Employer	Street Address	City	State	Zip Code	
Your Position Title	Name & Title of Your Immediate Supervisor	Employment Dates		Annual Salary	
		From	To	Starting	Present/Final

Do you object to PTC contacting this employer?      ( ) Yes      ( ) No      Phone # (      )

Describe your major duties & responsibilities.

Reason for leaving:

Name of Employer	Street Address	City	State	Zip Code	
Your Position Title	Name & Title of Your Immediate Supervisor	Employment Dates		Annual Salary	
		From	To	Starting	Present/Final

Do you object to PTC contacting this employer?      ( ) Yes      ( ) No      Phone # (      )

Describe your major duties & responsibilities.

Reason for leaving:

## LICENSES

NOTE: This section applies only to those applying for a position in which driving is an essential requirement.

Do you have a current/valid Pennsylvania driver's license? ( ) Yes ( ) No

If Yes, check the box that applies below:

CLASS A (CDL)  
OPER# \_\_\_\_\_

CLASS B  
OPER# \_\_\_\_\_

CLASS C (CAR)  
OPER# \_\_\_\_\_

COMMERCIAL  
OPER# \_\_\_\_\_

NON-COMMERCIAL  
OPER# \_\_\_\_\_

## TRAINING

List any training, experience, licenses, certificates or special skills, etc. you have that you believe are particularly applicable to the type of work for which you are applying.

## REFERENCES (Give at least three)

Name	Street Address	City	State	Zip Code
------	----------------	------	-------	----------

Business/Occupation

Telephone ( ) \_\_\_\_\_

Name	Street Address	City	State	Zip Code
------	----------------	------	-------	----------

Business/Occupation

Telephone ( ) \_\_\_\_\_

Name	Street Address	City	State	Zip Code
------	----------------	------	-------	----------

Business/Occupation

Telephone ( ) \_\_\_\_\_

Name	Street Address	City	State	Zip Code
------	----------------	------	-------	----------

Business/Occupation

Telephone ( ) \_\_\_\_\_

THE FOLLOWING QUESTION MUST BE COMPLETED AND ANSWERED TRUTHFULLY. If you answer "Yes," you **must** list **all** offenses, and for each conviction, provide date of conviction and disposition, regardless of the date or location of the occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

**CRIMINAL OFFENSE** - includes felonies and misdemeanors whether from conviction or a plea of nolo contendere (no contest).

**CONVICTION** - is a ruling of guilt and includes determinations before a court, a district justice or a magistrate which results in a fine, probation or incarceration. Includes pleas of nolo contendere (no contest).

**OMIT summary** traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court, 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

If you answered "Yes," give details on a separate sheet of paper. Be sure to include your name, Social Security Number, date of conviction, county of conviction, charge(s) for which you were convicted, disposition, and your signature.

## AMERICANS WITH DISABILITIES

If you need an accommodation to complete this application or participate in the pre-employment screening process, please contact the ADA Coordinator at 717-939-9551, extension 4281, TDD# 800-932-0586.

# NOTICE TO PROSPECTIVE EMPLOYEES

## Union Fair Share Deduction

As a prospective employee of the Pennsylvania Turnpike Commission, you should be aware that most positions are in a bargaining unit represented by the Teamsters. If you are employed, Act 84 of 1988 and the collective bargaining agreement between the Pennsylvania Turnpike Commission and the Teamsters mandate that the Commission deduct a "fair share fee" from your pay even if you elect not to join the Union. The amount of the "fair share fee" is determined by the Union. A notice from the Union regarding the fee and how it is established will be sent to you.

## Secondary Employment

The Pennsylvania Turnpike Commission has a Secondary Employment Policy to ensure that employees' activities away from the job do not adversely affect their ability to satisfy their obligations as employees of the Commission or in any way compromise its interests or reputation. Prior approval of outside employment is required.

## Residency Requirement

It is a requirement that Pennsylvania Turnpike Commission employees are legal residents of the Commonwealth of Pennsylvania as per Commission Policy. You will be required to evidence that fact at appropriate times.

## **RELEASE OF INFORMATION**

Unless covered by a collective bargaining agreement, all employees are considered to be at-will employees.

In applying for a position with the Pennsylvania Turnpike Commission, I understand that as a condition of determining my qualifications for the position applied for, the Commission will request job performance information from any previous employer listed on my application or resume, contact personal references provided, conduct a background check of my motor vehicle record if the position applied for requires driving duties, and take such steps as the Commission deems necessary to validate any other statement or assertion made on my application or resume.

In order to facilitate this end, I release from any legal liability these persons (both natural and legal) and employers who provide information relating to the duties and responsibility of my former position(s), my job performance, my U.S. DOT CDL Drug and Alcohol Testing records, the situation surrounding my leaving their employment, and any other relevant information and opinion that may be useful to the Commission in making a hiring decision.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I do solemnly swear (or affirm) that this application contains no misrepresentations or falsifications, omissions, or concealment of material fact, and that the information given by me is true and complete to the best of my knowledge and belief. I am aware that all statements made by me on this application are subject to later investigation. I am further aware that should any investigation at any time disclose any such misrepresentation, falsification, omission or concealment of material fact, my application may be rejected; if already appointed, I may be dismissed from my position and subject to prosecution for unsworn falsification to authorities, 18 Pa. C.S.A. 4904.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or type name here



## **Pennsylvania Turnpike Commission**

**Human Resources Department**

P. O. Box 67676 • Harrisburg, PA 17106-7676 • 717-939-9551 • TDD# (800)-932-0586

## Research Questionnaire

The information requested below is voluntary. You are not required to complete this form. Please be assured that the information you provide will be kept confidential and will not affect your chances for employment. Your answers will be used for research purposes and to help ensure equal employment opportunities.

Date of Application: \_\_\_\_\_

<b>Name:</b>	<b>Sex:</b> Male _____ Female _____	<b>Date of Birth:</b>
<b>Residing County:</b>	<b>Position Desired:</b>	
<b>Race:</b>  Black _____ White _____ Hispanic _____ American Indian _____ Asian or Pacific _____ Alaskan Native _____ Islander _____		

**Additional Information, if needed.**

---

---

---

---

---

---



**Pennsylvania Turnpike Commission  
Human Resources Department  
P.O. Box 67676  
Harrisburg, PA 17106  
(717) 939-9551 Ext. 4190**

**08/2007**