



# Pennsylvania Turnpike Commission

## Application for SUMMER Employment

An Equal Opportunity Employer

PLEASE PRINT OR TYPE

72-26 REV. 3/07 WEB

### PERSONAL

<b>Last Name</b>	<b>First</b>	<b>Middle Initial</b>	<b>Social Security No.</b>	<b>Current Date</b>
<b>Street Address</b>		<b>City</b>	<b>County</b>	<b>State</b>
			<b>State</b>	<b>Zip Code</b>
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			<b>Telephone</b> ( ) _____	

### 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:					

Date available for employment \_\_\_\_\_.

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

- CLERK                       MAINTENANCE WORKER                       ENGINEERING ASSISTANT                       TOLL COLLECTOR  
 LAW CLERK                       INFORMATION TECHNOLOGY                       CUSTOMER ASSISTANCE                       OTHER \_\_\_\_\_

### WORK LOCATION PREFERENCE

(CHOICES SHOULD BE IN NUMERICAL ORDER)

INTERCHANGES (FARE COLLECTION)	MAINTENANCE LOCATIONS
<b>■ District 6</b> ___ Gateway ___ Warrendale ___ Butler Valley ___ Allegheny Valley Beaver Valley Expressway ___ N. Toll 60 ___ S. Toll 60 <b>■ District 1</b> ___ Pittsburgh ___ Irwin ___ New Stanton Mon/Fayette Expressway ___ M52 ___ California ___ M5 Amos K. Hutchinson Bypass ___ Mainline	<b>■ District 2</b> ___ Donegal ___ Somerset ___ Bedford ___ Breezewood ___ Fort Littleton ___ Willow Hill ___ Blue Mountain <b>■ District 3</b> ___ Carlisle ___ Gettysburg Pike ___ Harrisburg West ___ Harrisburg East ___ Lebanon/Lancaster ___ Reading ___ Morgantown ___ Downingtown
<b>■ District 4</b> ___ Valley Forge ___ Norristown ___ Fort Washington ___ Willow Grove ___ Philadelphia ___ Delaware Valley ___ Delaware River Bridge ___ Mid-County <b>■ District 5</b> ___ Lansdale ___ Quakertown ___ Lehigh Valley ___ Mahoning Valley ___ Pocono ___ Wilkes-Barre ___ Wyoming Valley ___ Keyser Avenue ___ Clarks Summit	<b>■ District 1</b> ___ Homewood ___ Gibsonia ___ Harrison City ___ Greensburg ___ Donegal ___ Jefferson Hills <b>■ District 2</b> ___ Somerset ___ Allegheny Tunnel ___ Kegg ___ Everett ___ Burnt Cabins ___ Tuscarora Tunnel ___ Blue/Kitt Tunnel <b>■ District 3</b> ___ Newville ___ New Cumberland ___ Mt. Gretna ___ Bowmansville <b>■ District 4</b> ___ Devault ___ Plymouth Meeting ___ Trevoise <b>■ District 5</b> ___ Quakertown ___ Slatington ___ Lehigh Tunnel ___ Pocono ___ Wyoming Valley
<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.

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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

## 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.

## 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 I am subject to prosecution for unsworn falsification to authorities, 18 Pa. C.S.A. 4904

\_\_\_\_\_  
Signature of applicant in ink

\_\_\_\_\_  
Date

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



**Pennsylvania Turnpike Commission**

**Human Resources Department**

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



# SUMMER EMPLOYMENT APPLICATION SUPPLEMENT

Have you previously been employed by the Pennsylvania Turnpike Commission?

Yes \_\_\_\_ No \_\_\_\_

If yes, indicate position, work location, and dates of employment:

\_\_\_\_\_

Please provide the name of your supervisor: \_\_\_\_\_

## ELIGIBILITY REQUIREMENT

The Pennsylvania Turnpike Commission requires that, at the time of employment, all summer employees meet a minimum requirement of at least eighteen (18) years of age or have completed a secondary education program such as high school or GED.

Do you meet the eligibility requirement for summer employment with the Pennsylvania Turnpike Commission?

\_\_\_\_ Yes

\_\_\_\_ No

The PTC Summer Employment program is not extended to persons in direct descendance of current PTC employees, unless the individual was employed in the summer program in 1993 or before. Please list the name of your relatives, if any, currently employed by the PTC.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship to Applicant

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship to Applicant

\_\_\_\_ I do not have any relatives currently employed by the Pennsylvania Turnpike Commission.

I certify that the above information is true and correct to the best of my knowledge.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date