CITY OF DUBOIS | EMPLOYMENT APPLICATION

Position: Utility / Tax Clerk | Treasury

Complete all applicable fields. Save a copy of the completed PDF before emailing.

1. Applicant information

Full legal name

Preferred name (optional)

Street address

City, state and ZIP

Phone number

Email address

Application date

Available start date

Authorized to work in the U.S.? (Yes/No)

Require employment sponsorship? (Yes/No)

2. Position and availability

Employment sought (Full-time / Part-time / Either)

3. Relevant skills and experience

Employment history and education

List most recent employment first. You may also attach a resume.

4. Employment history — Employer 1

Employer / organization

Job title

Dates employed (month/year)

City / State

4. Employment history — Employer 2

Employer / organization

Job title

Dates employed (month/year)

City / State

4. Employment history — Employer 3

Employer / organization

Job title

Dates employed (month/year)

City / State

Additional employment details may be attached.

Education, references and certification

5. Education and training

Highest education / school / degree or credential

6. Professional references

Reference 1: Name, relationship, phone or email

Reference 2: Name, relationship, phone or email

7. Applicant certification

I certify that the information I have provided is true and complete to the best of my knowledge. I understand that misrepresentation or omission may result in disqualification or, if hired, appropriate employment action. I authorize the City to verify information provided, subject to applicable law. Typing my name below constitutes my acknowledgment of this statement.

Applicant typed signature / acknowledgment

Date

Submission instructions

1. Save this completed application to your device.
2. Attach the saved PDF to an email addressed to BOTH:
   vicky.mccall@duboispa.gov
   angela.sangster@duboispa.gov
3. Subject: Utility/Tax Clerk Application - Your Full Name

For best results, complete and save using a PDF reader such as Adobe Acrobat Reader.

Do not include Social Security numbers or banking details in your application email.