

INTERVIEW INFORMATION FORM



Name (Last)	(First)	(Middle Initial)	DATE
ADDRESS			
CITY or TWP. COUNTY		STATE	ZIP CODE
CONTACT PHONE # ()	CONTACT EMAIL	SOCIAL SECURITY NUMBER	

1. Are you a Veteran? YES NO
2. Were you honorably discharged? YES NO
3. Do you have a current Driver's License? YES NO
 Driver's License Number: _____
4. May we contact your present employer regarding your qualifications
 and record of employment? YES NO
(A "NO" will not affect your consideration for employment opportunities.)
5. Have you previously worked for the Commonwealth? YES NO
 If Yes, list Department and dates of employment:
 Department _____ Dates: from _____ to _____
 Department _____ Dates: from _____ to _____
6. I am available for work on or after: _____

7. Education - Please complete in its entirety:

List School(s) and College(s)	Major Course of Study	Grade/Level Completed	Degree Obtained	Dates Attended	
				From	To
Other Training and/or Military Training (if applicable)	Major Course of Study	Grade/Level Completed	Degree Obtained	Dates Attended	
				From	To

List any other skills, qualifications, licenses, certificates, etc. that maybe applicable:

8. Employment Record - Begin with present or last period of employment (include month and year)

DATES EMPLOYED		EMPLOYER	CITY AND STATE	POSITION HELD	SUPERVISOR & TITLE
From	To				

LIST DUTIES:

REASON FOR LEAVING:

SALARY:

DATES EMPLOYED		EMPLOYER	CITY AND STATE	POSITION HELD	SUPERVISOR & TITLE
From	To				

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REASON FOR LEAVING:

SALARY:

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From	To				

LIST DUTIES:

REASON FOR LEAVING:

SALARY:

9. Were you ever convicted of a criminal offense, or have you ever forfeited bond or collateral in connection with a criminal charge? YES NO

The term criminal offense is defined as a felony, misdemeanor, summary offense, and/or conviction resulting from a plea of nolo contendere (no contest). You may omit only: (1) minor traffic violations; (2) offenses committed before your 18th birthday, which were adjudicated in a juvenile court or under a youth offender law; and (3) convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. If you answer "yes," you must include your Social Security number, list all offenses, and for each conviction, give detail including date of conviction and disposition on a separate sheet of paper.

10. Are there any criminal charges pending against you at this time? YES NO

Signature _____ Date _____