# Employment Application

## Applicant Information

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  | |
|  | Last | First | M.I. |  |  | |
| Address: |  | | | | |  |
|  | Street Address | | | | | Apartment/Unit # |
|  |  | |  | | |  |
|  | City | | State | | | ZIP Code |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date Available: |  | Social Security No.: |  | Desired Salary: | $ |

|  |  |
| --- | --- |
| Position Applied for: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you a citizen of the United States? | YES | NO | If no, are you authorized to work in the U.S.? | YES | NO |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Have you ever worked for this company? | YES | NO |  |  | |
| If yes, when?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | | Do you have a valid PA Driver’s License? | YES | NO |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Have you ever been convicted of a felony? | YES | NO | Driver’s License Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | |
| If yes, explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Do you have a valid CDL? | YES | NO |

|  |  |  |  |
| --- | --- | --- | --- |
| Are you related to any current or former employee of the Borough or current or former Council Member? | | YES | NO |
| If yes, who and their position: |  |

## Education

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| High School: | |  | | | | Address: |  | | | |
| From: |  | | To: |  | Did you graduate? | | YES | NO | Diploma:: |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| College: | |  | | | | Address: |  | | | |
| From: |  | | To: |  | Did you graduate? | | YES | NO | Degree: |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Other: | |  | | | | Address: | |  | | | |
| From: |  | | To: |  | Did you graduate? | | YES | | NO | Degree: |  |

## References

Please list three professional references.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name: |  | | Relationship: |  |
| Company: |  | | Phone: |  |
| Address: |  | | | |
|  |  | |  |  |
| Full Name: |  | | Relationship: |  |
| Company: |  | | Phone: |  |
| Address: | |  | | |
|  |  | |  |  |
| Full Name: |  | | Relationship: |  |
| Company: |  | | Phone: |  |
| Address: |  | | | |

## Previous Employment

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Company: |  | | | | | | | | Phone: |  | |
| Address: |  | | | | | | | | Supervisor: |  | |
| Job Title: |  | | | | | Starting Salary: | | $ | Ending Salary: | | $ |
| Responsibilities: | | |  | | | | | | | | |
| From: | |  | | To: |  | | Reason for Leaving: | |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES | NO |  |
|  |  |  |  |
|  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Company: |  | | | | | | | | Phone: |  | |
| Address: |  | | | | | | | | Supervisor: |  | |
| Job Title: |  | | | | | Starting Salary: | | $ | Ending Salary: | | $ |
| Responsibilities: | | |  | | | | | | | | |
| From: | |  | | To: |  | | Reason for Leaving: | |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES | NO |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Company: |  | | | | | | | | Phone: |  | |
| Address: |  | | | | | | | | Supervisor: |  | |
| Job Title: |  | | | | | Starting Salary: | | $ | Ending Salary: | | $ |
| Responsibilities: | | |  | | | | | | | | |
| From: | |  | | To: |  | | Reason for Leaving: | |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES | NO |  |

## Military Service

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Branch: |  | From: |  | To: |  |

|  |  |
| --- | --- |
| Rank at Discharge: |  |

## Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |