

**BOROUGH OF PALMYRA
EMPLOYMENT APPLICATION
An Equal Opportunity Employer**

INSTRUCTIONS: Please fill out the following employment application form completely and accurately. Every one of these sections must be completed in order for the Borough to accept the application as complete. Print an answer to every question. If a particular question does not apply to you, so state with N/A. If space available is insufficient, use reverse side and proceed with the number of the referenced block. Do not misstate or omit material fact since the statements made herein are subject to verification to determine your qualifications for employment. ***Resume may be attached, but should not be substituted for completing this application.***

SECTION I: PERSONAL INFORMATION

LAST NAME / FIRST NAME / MI

SOCIAL SECURITY NO.

PRESENT HOME ADDRESS: STREET / CITY / STATE / ZIP

(_____)_____
HOME PHONE

E-MAIL ADDRESS (Optional)

Are you at least 18 years of age? YES NO
(If you are under the age of 18 a work permit may be required)

SECTION II: WORK PREFERENCE

Please describe in one or two sentences the nature of work and the position in which you are interested.

Are you interested in:	Full-time work	_____
	Part-time work	_____
	Intermittent work	_____
	Temporary work	_____
	Seasonal work	_____
	No preference	_____

What is your minimum salary requirement? \$ _____

Date available to start work with the Borough: _____

SECTION III: EMPLOYMENT HISTORY

Beginning with your most recent job, list your work history for the past ten years.

Start Date _____ End Date _____

Employer's Name _____

Street Address/City/State/Zip _____

Work Phone Number (_____) _____

Beginning Salary \$ _____ Ending Salary \$ _____

Supervisor's Name _____

Describe your duties, responsibilities and authority for position(s) held:

Describe your reason(s) for leaving:

.....

Start Date _____ End Date _____

Employer's Name _____

Street Address/City/State/Zip _____

Work Phone Number (_____) _____

Beginning Salary \$ _____ Ending Salary \$ _____

Supervisor's Name _____

Describe your duties, responsibilities and authority for position(s) held:

Describe your reason(s) for leaving:

SECTION III: EMPLOYMENT HISTORY (cont'd)

Start Date _____ End Date _____

Employer's Name _____

Street Address/City/State/Zip _____

Work Phone Number (_____) _____

Beginning Salary \$ _____ Ending Salary \$ _____

Supervisor's Name _____

Describe your duties, responsibilities and authority for position(s) held:

Describe your reason(s) for leaving:

.....

Start Date _____ End Date _____

Employer's Name _____

Street Address/City/State/Zip _____

Work Phone Number (_____) _____

Beginning Salary \$ _____ Ending Salary \$ _____

Supervisor's Name _____

Describe your duties, responsibilities and authority for position(s) held:

Describe your reason(s) for leaving:

SECTION IV: EDUCATION PROFILE

A. List all high schools, vo-technical schools and colleges attended.

Name of School	City / Zip	Years Completed	Graduated Yes / No

Major and Minor Courses:

B. Other schools or training (trade, vocation, military). Give for each the name and location of school, dates attended, subjects studied, certificate earned, and any other pertinent data.

SECTION V: SPECIAL QUALIFICATIONS AND SKILLS

A. List any special skills you possess, machines and equipment you can use and any licenses you hold. (For example, vehicle inspection mechanic, scientific or professional devices, mechanics license, heavy equipment operations (specific types), welding, computers literary, landscaping, etc.)

B. Foreign language skills: Enter language and indicate fluency.

Language Reading Speaking Understanding Writing

SECTION VI: MILITARY STATUS

Have you served in and are you a veteran of the U.S. Armed Forces? YES NO

A. While in the military service were you ever convicted for any crime graded as a misdemeanor or felony? YES NO

If yes, give detailed information on charges and actions taken.

- B. Are you presently a member of a U.S. Reserve or State Guard organization? YES NO

If yes, complete the following:

Grade and Service No.:

Service and Component:

Organization and Station or Unit and address:

Indicate reserve obligation, if any:

SECTION VII: BACKGROUND INFORMATION

- A. **CONVICTION OF CRIME:** Have you ever been convicted of a misdemeanor, felony or greater criminal violation? YES NO
If yes, state violation, court of jurisdiction, and date of conviction.

- B. **EMPLOYMENT DISCHARGE:** Have you ever been discharged, asked to resign, furloughed, or put on inactive status for cause, or subject to disciplinary action while in any position? YES NO
If yes, state reason:

- C. **CHARACTER REFERENCES:** List three character references. (Do not list relatives, former employers, or persons living outside the United States.)

	#1	#2	#3
NAME			
ADDRESS			
HOME PHONE			
WORK PHONE			
YEARS KNOWN			

- D. **PROFESSIONAL REFERENCES:** List only references who definite knowledge of your qualifications for the position of application.

	#1	#2	#3
NAME			
ADDRESS			
HOME PHONE			
WORK PHONE			
YEARS KNOWN			

SECTION VIII: MISCELLANEOUS

The following information will be used only if it is directly related to the classification/position for which you are applying.

1. If listed as a primary job requirement, are you willing and able to secure a Pennsylvania Motor Vehicle Operator's License and/or a Commercial Drivers License? YES NO

2. Can you perform the primary job requirements of the specific job for which you are applying with or without accommodations? YES NO

3. Have you previously filed an application with the Borough? YES NO

If yes, provide year and position or Dept. for which you applied.

YEAR _____
POSITION / DEPT. _____

4. Have you previously been employed with the Borough? YES NO

If yes, provide dates of employment and position.

DATES: FROM _____ TO _____
POSITION _____
DEPARTMENT _____

5. READ CAREFULLY AND CHECK THE APPROPRIATE BOX.

Applicants for various positions may be required to have a background and/or criminal history check:

I authorize a background and/or criminal history check.

I DO NOT authorize a background and/or criminal history check.

6. I solemnly swear that all of the information furnished in the Employment Application, and supplements thereto, is true, accurate and complete to the best of my knowledge. I understand that any misrepresentation or falsification of the information provided may lead to withdrawal of an employment offer or termination following employment.

I hereby authorize the employers, schools and other references named in this application to provide information regarding me and to release personnel, academic and other records concerning me.

SIGNATURE OF APPLICANT

DATE