

Borough of Edgeworth
Pennsylvania

Application For
Employment

Edgeworth Borough is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, religion, national origin, ancestry, sex, non-job related disabilities or age (40 and over). All information requested on this application form is solicited for the purpose of determining abilities and skills required for proper job placement and to facilitate verification of the information requested.

Instructions: This application must be completed in its entirety.
Please print in ink or type.
If, because of a disability, you need assistance in completing this application form, please notify the Borough Manager, 412-741-2866.

Position applied for:		<input type="checkbox"/> Full time		<input type="checkbox"/> Part time	
Name	Last	First	Middle		
Address	City		State	Zip	
Phone	Day ()	Night ()	For Full Time Public Works, Police/Fire Civil Service <u>Only</u> :		
Social Security Number			Drivers License:	Number	State

Are you at least 18 years old? Yes No

If no, do you have a work permit? Yes No

Are you authorized to work in the United States? Yes No

(Proof of citizenship or immigration status will be required upon employment.)

Have you ever filed an application with Edgeworth Borough? Yes No

If yes, give date _____

Have you ever been employed by Edgeworth Borough? Yes No

If yes, give date _____

May we contact your current employer? Yes No

If no, please identify someone familiar with your performance for your current employer that we may contact.

_____	_____
Name	Phone Number

Can you work: Evenings? Yes No

Nights? Yes No

Weekends? Yes No

Education

Last High School Attended:	Highest grade completed: (circle one)	Do you have a High School Diploma or G.E.D. certificate?
Name	Location	<input type="checkbox"/> Yes <input type="checkbox"/> No
9 10 11 12		
Colleges, universities, trade or technical schools or apprenticeship programs:		
Name	Location	Number of years/ months attended
		Degree, credits, certificates or licenses

Military

Branch of Service	Length of Service	Rank at Separation
Reserve Requirements	Specialized Training	

Other Qualifications

Describe the types of equipment you are capable of operating (machines, vehicles, computers, etc.).	List any trade, professional or skills certificates you hold.
Summarize special skills, abilities or experiences which qualify you for this position.	

Background

POLICE OFFICER APPLICANTS ONLY:	
Have you ever been convicted of a crime other than a traffic violation? If yes, explain _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
ALL OTHER APPLICANTS:	
Have you ever been convicted of a criminal offense involving dishonesty; breach of trust; offenses against children; use, possession, distribution, sale, or manufacture of drugs; driving under the influence; violence or threats of violence or use of weapons for which you have not been pardoned or which has not been expunged? If yes, explain _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><i>NOTE: Criminal convictions are not necessarily a bar to employment; all relevant circumstances will be considered.</i></p>	

Employment History

List all employment for the past ten years, beginning with current or most recent position.

Employer	Dates Employed From To	Job Title
Address		Description of Duties
Supervisor's Name		
Supervisor's Number		Reason for Leaving
Hourly Rate/Salary Starting Ending		
Will this supervisor / employer give a good job reference? If no, explain _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
Were you:		
• Discharged or asked to resign by this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No
• Ever disciplined (given a written warning, suspended, denied a pay increase, etc.) by this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No
• Ever counseled or warned about excessive absenteeism or tardiness by this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Dates Employed From To	Job Title
Address		Description of Duties
Supervisor's Name		
Supervisor's Number		Reason for Leaving
Hourly Rate/Salary Starting Ending		
Will this supervisor / employer give a good job reference? If no, explain _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
Were you:		
• Discharged or asked to resign by this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No
• Ever disciplined (given a written warning, suspended, denied a pay increase, etc.) by this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No
• Ever counseled or warned about excessive absenteeism or tardiness by this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Dates Employed From To	Job Title
Address		Description of Duties
Supervisor's Name		
Supervisor's Number		Reason for Leaving
Hourly Rate/Salary Starting Ending		
Will this supervisor / employer give a good job reference? If no, explain _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
Were you:		
• Discharged or asked to resign by this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No
• Ever disciplined (given a written warning, suspended, denied a pay increase, etc.) by this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No
• Ever counseled or warned about excessive absenteeism or tardiness by this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No

References

Please list three references other than relatives or former employers:

	Name / Address	Phone Number	Relationship
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Please attach a resume, if available.

CERTIFICATION, AUTHORIZATION AND AGREEMENT

"I certify that the information supplied by me on this application form and in my resume, if any, is true and complete and does not contain any falsifications, omissions, or concealments of material fact. I authorize Edgeworth Borough to investigate the truth of this information and of any other information I may supply during a pre-employment interview. I further authorize every school, employer, person and agency identified by me on this form or in my resume to release any and all verifying information Edgeworth Borough may solicit from it or them. I further authorize Edgeworth Borough to investigate my criminal history and other aspects of my personal history, including my character and general reputation. If my application is denied in whole or in part because of information contained in a criminal history records report, Edgeworth Borough will so advise me.

"I hereby release all law enforcement agencies, my former employers, all educational institutions and programs and every other person identified by me on this form or in my resume from liability for any damage or injury to me arising out of the release of information requested by Edgeworth Borough. I further release Edgeworth Borough from all liability for any damage or injury to me arising out of the release of information.

"I understand and agree that Edgeworth Borough's acceptance of this employment application does not constitute any promise, express or implied, that I will be hired. I further understand that Edgeworth Borough does not guarantee any employment for any specific length of time. I therefore agree that, if I am hired, my employment may be terminated by either me or by Edgeworth Borough at any time without notice or cause.

"I further understand and agree that any offer of employment Edgeworth Borough may make to me (and, if I am hired, my continued employment) will be contingent upon my submission of evidence verifying that I am authorized to work in the United States and may be contingent upon my taking and passing physical examinations and drug tests.

"I certify that I am not a party to any contract or other obligation which would limit, interfere with or restrict my ability to work for Edgeworth Borough in any way.

"I hereby acknowledge that I have read this section of the employment application and fully understand the meaning and effect of signing this form."

Borough of Edgeworth
301 Beaver Road
Edgeworth, PA 15143
412-741-2866

Signed

Date