

Borough of Lewistown Application for Employment

Borough of Lewistown 2 East Third Street Lewistown, PA 17044 (717) 248-1361

We consider applicants for all positions without regard to race, color, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other LEGALLY PROTECTED STATUS.

PLEASE PRINT ALL INFORMATION CLEARLY AND CAREFULLY

Position Applied For	Date
_____	____/____/____

Last Name	First	Middle
_____	_____	_____

Address- Number	Street	City	State	Zip
_____	_____	_____	_____	_____

Telephone Number(s)	Social Security Number
_____	_____

If you are under 18 years of age, can you provide required proof of eligibility to work?

____ Yes ____ No

Have you ever been employed with us before?

____ Yes ____ No

Are you currently employed?

____ Yes ____ No

May we contact your present employer?

____ Yes ____ No

Are you prevented from lawfully becoming employed in this country due to visa or immigration status?

____ Yes ____ No

(proof of citizenship/immigration status will be required if hired?)

On what date would you be available to work?

Are you available to work:

____ Full time ____ Part Time ____ Shift Work ____ Temporary

Are you now on "lay off", and subject to recall?

____ Yes ____ No

Have you ever been convicted of a felony?

____ Yes ____ No

(conviction will not necessarily disqualify an applicant from employment)

If yes, please explain: _____

Employment Experience

Start with your present or last job. Include any job-related military service or volunteer activities. You may exclude any organizations which would reveal a LEGALLY PROTECTED STATUS.

Employer	Dates Employed From To		Describe the work you performed
Address			
Telephone No.	Hourly Rate/Sal Start Finish		
Supervisor			
Reason for Leaving			

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Education and Training

	School Name & Address	Course of Study	Years Completed	Diploma or Degree
Elementary School				
High School				
Under-Graduate				
Graduate				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities

Describe any job related training received in the United States Military

State any additional information that you feel may be helpful to us in considering your application

OTHER QUALIFICATIONS: Summarize special job related skills and qualifications acquired from employment or other experience.

You have been given a **JOB DESCRIPTION** for the position for which you have applied. Are you capable of performing all the activities (as indicated in the job description) involved in such a job or occupation?

_____ YES

_____ NO

References

Please list 6 references, and their telephone numbers. A local telephone book will be provided if necessary. Three (3) references MUST be former employers or supervisors who can verify the quality of your work. The other 3 may be personal references. Please exclude any relatives.

1. _____ (FORMER EMPLOYER) (____) _____ - _____ (TELEPHONE)
2. _____ (FORMER EMPLOYER) (____) _____ - _____ (TELEPHONE)
3. _____ (FORMER EMPLOYER) (____) _____ - _____ (TELEPHONE)
4. _____ (FORMER EMPLOYER) (____) _____ - _____ (TELEPHONE)
5. _____ (FORMER EMPLOYER) (____) _____ - _____ (TELEPHONE)
6. _____ (FORMER EMPLOYER) (____) _____ - _____ (TELEPHONE)

Under the penalties prescribed by Section 4904 of the PA "Crimes Code" {18 Pa. CSA S-4904} for making a false statement to a public official or public body, I hereby verify to the Borough of Lewistown that the facts set forth in this application are true and complete to the best of my knowledge.

I authorize the investigation of all statements contained in this application for employment, as may be desired by the Borough.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment by the Borough is of an "at will" nature, which means that an employee may resign at any time and the Borough, may discharge an employee at any time with or without cause. I further understand that this "at will" employment relationship cannot be changed by any written document, unless such change is specifically acknowledged in writing by an authorized executive of the Borough.

In the event of employment, I understand that false or misleading information given in my application and/or interview(s) may result in discharge.

I understand that I am required to abide by the rules and regulations of the Borough of Lewistown.

(SIGNATURE)

____/____/_____
(DATE)