

Borough of North East Application for Employment

Instructions: Provide all information requested by printing in ink or typing. Use the 'TAB' key to move through the document.

GENERAL INFORMATION

Name (Last)	(First)	(Middle Initial)	Home Telephone
Address (Mailing Address)	(City)	(State)	(Zip)
E-Mail Address	Are you legally entitled to work in the U.S.?		Yes <input type="radio"/> No <input type="radio"/>
Driver's License Number	State	Are you 18 years of age or older	Yes <input type="radio"/> No <input type="radio"/>

POSITION

Position Or Type Of Employment Desired	Will Accept: Part-Time <input type="checkbox"/>	Shift: Day Swing <input type="checkbox"/> <input type="checkbox"/>
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? Yes <input type="radio"/> No <input type="radio"/>	Full-Time <input type="checkbox"/>	Graveyard <input type="checkbox"/>
	Temporary <input type="checkbox"/>	Rotating <input type="checkbox"/>
Salary Desired	Date Available	
hourly		

EDUCATION AND TRAINING

High School Graduate Or General Education (GED) Test Passed? Yes <input type="radio"/> No <input type="radio"/>				
If no, list the highest grade completed				
College, Business School, Military (Oldest first)				
Name and Location	Number of years attended	Did you graduate?	Degree	Major or Subject
High School		Yes <input type="radio"/> No <input type="radio"/>		
		Yes <input type="radio"/> No <input type="radio"/>		
		Yes <input type="radio"/> No <input type="radio"/>		
		Yes <input type="radio"/> No <input type="radio"/>		
Occupational License, Certificate or Registration	Number	Where Issued		Expiration Date
Languages Read, Written or Spoken Fluently Other Than English				

VETERAN INFORMATION (Most recent)

Branch of Service	Date of Entry	Date of Discharge
Duty or Specialized Training		

SPECIAL SKILLS (List all pertinent skills and equipment that you can operate)

(Maximum 1000 characters)

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Work Experience (most recent first, include volunteer and military)

Date (Month/Yr)	Employers Name, Address, Telephone Number	Salary	Position	Reason for leaving
From: To:		hour		
From: To:		hourly		
From: To:		hourly		
From: To:		hourly		

References (List three personal references who are not relatives or former supervisors)

Name, Address, Telephone Number	Occupation	Years Known

Have you ever been convicted of a felony or misdemeanor, excluding traffic offenses? Yes No

If yes, please explain: (a conviction record will not necessarily be a bar to employment and factors such as age, time of offense, seriousness and nature of the violation and rehabilitation will be taken into account.)

Information to the Applicant

I certify that the answers given by me to the foregoing questions and statements and in any interview are true and correct without material omissions of any kind whatsoever. I agree that the Borough of North East shall not be liable in any respect if I am not hired or if my employment is terminated because of false statements, answers or omissions made by me in this application. I also authorize companies, schools or persons to give any and all information they have regarding me whether or not it is in the records. I hereby release said companies, schools or persons from any and all liability for any damage or injury to me arising out of the release of such information. I understand that any misleading or incorrect statements may render this application void, and if employed would be cause for termination. I understand that I may be required to undergo a pre-employment physical examination and /or drug test, an background investigation and any misrepresentation whether by omission or otherwise, will be sufficient grounds for immediate discharge if employed. I agree to comply with all Borough of North East regulations and policies and understand that my failure to comply will subject me to discipline, up to and including discharge.

As part of the Borough of North East's employment screening, your personal and employment references may be checked. If necessary, you may be required to supply your birth certificate or other proof of authorization to work in the United States. Depending on the position, I may also be required to sign a conflict of interest agreement and abide by its terms. I understand and agree to the information shown above:

Signature of Applicant _____

Date _____

The Borough of North East is an equal opportunity employer