

THE BOROUGH OF SEWICKLEY

APPLICATION FOR EMPLOYMENT

The Borough of Sewickley 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 at 412-741-4015.

POSITION APPLIED FOR:

Full Time Part Time

NAME:

Last

First

Middle

ADDRESS:

Street

City

State

Zip Code

TELEPHONE:

E-MAIL:

Day

Night

SOCIAL SECURITY NUMBER:

LENGTH OF RESIDENCE:

FOR ALL POSITIONS APPLIED FOR:

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 a United States Citizen or 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 the Borough of Sewickley? Yes No

If yes, give date _____

Have you ever been employed by the Borough of Sewickley? 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: _____ Telephone: _____

Check all shifts you can work: Evenings _____ Nights _____ Weekends _____

EDUCATION

Last High School Attended:

Highest Grade Completed:
(Circle One)

Do you have a High School
Diploma or G.E.D. Certification?

Name _____

Location _____

9 10 11 12

Colleges, Universities, Trade/Technical Schools, or Apprenticeship Programs:

Name _____

Location _____

Degrees, Credits, Certifications, or Licenses _____

MILITARY

Branch 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? Yes No

If yes, please explain: _____

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, violence or threats of violence or use of weapons for which you have not been pardoned or which has not been expunged?

Yes No

If yes, please explain: _____

** NOTE: Criminal convictions are not necessarily a bar to employment; all relevant circumstances will be considered.*

EMPLOYMENT HISTORY

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

Employer:	Address:	Supervisor's Name/Phone #:
Job Title:	Dates Employed: From: To:	Description of Duties:
Hourly Rate/Salary: Starting: Ending:	Reason for Leaving:	

Check Yes or No for the following questions	Yes	No
Will this employer give a good job reference? If no, explain:		
Were you discharged or asked to resign by this employer?		
Were you ever disciplined (given written warning, suspended, denied pay increase, etc) by employer?		
Were you ever counseled or warned about excessive absenteeism or tardiness by employer?		
If yes any of the above, please explain:		

Employer:	Address:	Supervisor's Name/Phone #:
Job Title:	Dates Employed: From: To:	Description of Duties:
Hourly Rate/Salary: Starting: Ending:	Reason for Leaving:	

Check Yes or No for the following questions	Yes	No
Will this employer give a good job reference? If no, explain:		
Were you discharged or asked to resign by this employer?		
Were you ever disciplined (given written warning, suspended, denied pay increase, etc) by employer?		
Were you ever counseled or warned about excessive absenteeism or tardiness by employer?		
If yes any of the above, please explain:		

Employer:	Address:	Supervisor's Name/Phone #:
Job Title:	Dates Employed: From: To:	Description of Duties:
Hourly Rate/Salary: Starting: Ending:	Reason for Leaving:	

Check Yes or No for the following questions	Yes	No
Will this employer give a good job reference? If no, explain:		
Were you discharged or asked to resign by this employer?		
Were you ever disciplined (given written warning, suspended, denied pay increase, etc) by employer?		
Were you ever counseled or warned about excessive absenteeism or tardiness by employer?		
If yes any of the above, please explain:		

REFERENCES

Please list three references other than relatives or former employers:

Name	Address	Telephone	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 concealment of material fact. I authorize The Borough of Sewickley to investigate the truth of this information and of any other information that 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 The Borough of Sewickley may solicit from them. I further authorize The Borough of Sewickley 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, The Borough of Sewickley 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 form liability for any damage or injury to me arising out of the release of information requested by The Borough of Sewickley.

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

I further understand and agree that any offer of employment The Borough of Sewickley 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 The Borough of Sewickley 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.

THIS APPLICATION VOID AFTER ONE YEAR

The Borough of Sewickley
 601 Thorn Street
 Sewickley, PA 15143
 412-741-4015

Signature

Date

DO NOT WRITE BELOW THIS LINE -----

Interviewed By: _____ Date: _____

Remarks: _____

Hired: _____ Salary/Wages: _____ Report For Work: _____

Signature of Approval: _____