

BOROUGH OF SOUTH GREENSBURG APPLICATION FOR EMPLOYMENT

The Borough of South Greensburg is an Equal Opportunity Employer. All applicants will be considered without regard to race, color, religion, national origin, sex, non-job-related disabilities or age. 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

The applicant must complete this application in its entirety. Please print in blue or black ink. If because of a disability, you need assistance in completing this application form, please notify the Borough Secretary's Office at (724) 837-8858.

To be considered, this application must be returned by the deadline prescribed in any applicable public notice.

Return completed application to: Borough Secretary's Office
Borough of South Greensburg
1515 Poplar Street
South Greensburg, PA 15601-5497

Last Name First Name Middle Name
Address City State Zip
Phone No. (Day) Phone No. (Evenings) Social Security Number Driver's License/State

Has your driver's license ever been suspended or revoked?
Are You a United States Citizen?
Circle One: Yes No

Family History

List parents, guardians, stepparents, brothers, sisters, stepbrothers and stepsisters. Also include your spouse or any other person with whom you may have resided within the past three (3) years.

Name Address (if living) Phone Number
Father
Mother
Spouse

(Continue list on reverse side if necessary.)

Employment History

List all employment for the past ten (10) years, beginning with current or most recent position.

Employer Address (from) (to) Dates Employed

Description of Duties

Your Job Title Hourly Rate/Salary Reason for Leaving

Will this Supervisor/Employer give a good job reference?
If no, explain:
Were you:
Discharged or asked to resign by this employer?
Ever disciplined (written warning, suspended, denied pay increase) by this employer?
Ever counseled or warned about excessive absenteeism or tardiness by this employer?
If yes to any of the above, explain:

**Employment History**

List all employment for the past ten (10) years, beginning with current or most recent position.

\_\_\_\_\_  
 Employer Address (from) \_\_\_\_\_ (to) \_\_\_\_\_  
 Dates Employed

Description of Duties

\_\_\_\_\_  
 Your Job Title Hourly Rate/Salary Reason for Leaving

Will this Supervisor/Employer give a good job reference? Yes Circle One: No  
 If no, explain: \_\_\_\_\_

Were you:  
 Discharged or asked to resign by this employer? Yes No  
 Ever disciplined (written warning, suspended, denied pay increase) by this employer? Yes No  
 Ever counseled or warned about excessive absenteeism or tardiness by this employer? Yes No  
 If yes to any of the above, explain: \_\_\_\_\_

**Employment History**

List all employment for the past ten (10) years, beginning with current or most recent position.

\_\_\_\_\_  
 Employer Address (from) \_\_\_\_\_ (to) \_\_\_\_\_  
 Dates Employed

Description of Duties

\_\_\_\_\_  
 Your Job Title Hourly Rate/Salary Reason for Leaving

Will this Supervisor/Employer give a good job reference? Yes Circle One: No  
 If no, explain: \_\_\_\_\_

Were you:  
 Discharged or asked to resign by this employer? Yes No  
 Ever disciplined (written warning, suspended, denied pay increase) by this employer? Yes No  
 Ever counseled or warned about excessive absenteeism or tardiness by this employer? Yes No  
 If yes to any of the above, explain: \_\_\_\_\_

**Military Service**

\_\_\_\_\_  
 Branch of Service (from) \_\_\_\_\_ (to) \_\_\_\_\_  
 Dates of Service

\_\_\_\_\_  
 Rank at Separation Reserve Requirements

Specialized Training

**Education**

\_\_\_\_\_  
 Last High School Attended 9 10 11 12 (Circle One)  
 Highest Grade Completed

\_\_\_\_\_  
 Location: (City) (State)

Do you have a High School Diploma or G.E.D. Certificate? Circle One yes no

Name of Institution/Major Area of Study	Degree/Credits/Licenses
Location: (City) _____ (State) _____	
Name of Institution/Major Area of Study	Degree/Credits/Licenses
Location: (City) _____ (State) _____	
Name of Institution/Major Area of Study	Degree/Credits/Licenses
Location: (City) _____ (State) _____	

**Other Qualifications**

Describe any equipment you can operate (machines, computers, etc.). List any trade, professional or skills certificates you hold. Give details of any special skills, abilities or experience, which qualified you for this position.

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**Background**

Responses to the following questions will determine an individual's eligibility to serve in positions which require the applicant to successfully pass a background investigation.

- Circle One**
1. Have you ever been convicted of a Felony or Misdemeanor Crime in this or any other state?      yes      no
- If yes, explain below:
- (Date) \_\_\_\_\_ (Location) City: \_\_\_\_\_ State: \_\_\_\_\_ (Charge) \_\_\_\_\_ (Disposition) \_\_\_\_\_
- (Date) \_\_\_\_\_ (Location) City: \_\_\_\_\_ State: \_\_\_\_\_ (Charge) \_\_\_\_\_ (Disposition) \_\_\_\_\_
- (Date) \_\_\_\_\_ (Location) City: \_\_\_\_\_ State: \_\_\_\_\_ (Charge) \_\_\_\_\_ (Disposition) \_\_\_\_\_
2. Have you ever been convicted of an offense which would limit your ability to work with children?      yes      no
3. Have you ever been convicted of an offense under the Act of April 14, 1972 known as the Controlled Substance Drug Device and Cosmetic Act?      yes      no
4. Are you a United States Citizen?      yes      no
- If no, enter immigration identification number \_\_\_\_\_

Are there any incidents in your life not mentioned herein which may reflect upon your suitability to perform the duties required of the position that might require further explanation? If yes, give details.

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References

Please list three (3) references other than relatives or former employers:

Reference (1)	Relationship
Reference's Address	Telephone Number
Reference (2)	Relationship
Reference's Address	Telephone Number
Reference (3)	Relationship
Reference's Address	Telephone Number

**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 falsification, omission, or concealment of material fact. I authorize the South Greensburg Police Department 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 to the South Greensburg Police Department that they may solicit from it or them. I further authorize the South Greensburg Police Department 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 South Greensburg Police Department 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 to the South Greensburg Police Department."

"I understand and agree, that the Borough of South Greensburg'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 South Greensburg does not guarantee anyone employment for any specific length of time."

"I further understand and agree that any offer of employment the Borough of South Greensburg 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 is contingent upon my taking and passing any job related physical or psychological 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 South Greensburg in any way."

"I hereby acknowledge that I read this section of the employment application and fully understand the meaning and effect of signing this form. I am signing this document with the full understanding that any false information or statement will subject me to the criminal penalties of 18 PA C.S.A. ss 4904, relating to unsworn falsification to authorities, and could result in permanent disqualification as a candidate for the position.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

Your application will remain on file for one (1) year. The Borough of South Greensburg is an Equal Opportunity Employer.