

BOROUGH OF MOUNT PENN

APPLICATION FOR EMPLOYMENT

The Borough of Mount Penn is an equal opportunity employer. The Borough of Mount Penn does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic protected by law.

PERSONAL INFORMATION

Incomplete information could disqualify you from further consideration. Please complete all fields.

Name _____ Date _____

Address _____

E-mail Address _____

Home Phone # _____ Mobile Phone # _____

Are you eligible to work in the U.S? ☐ Yes ☐ No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.) ☐ Yes ☐ No

Have you ever been terminated or asked to resign by an employer? ☐ Yes ☐ No

If **yes**, please provide company names and details. _____

Can you work under the current work schedule? ☐ Yes ☐ No

Do you live within 15 miles of the Borough of Mount Penn? ☐ Yes ☐ No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? ☐ Yes ☐ No

Date you can start _____

Do you know anyone who works for our company? ☐ Yes ☐ No

If yes, who? _____

Education	Name and location of school	Degree Received	Subjects studied/Major
High School			
College or University			
Trade, Business or Correspondence School			

EMPLOYMENT HISTORY Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. This information may be supplemented on or by a resume, but each piece of information should be provided here or on a resume. Additional room to complete this section is provided on page four of this application.

From	To	Employer:	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer:	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			

Do you have any special skills, experience, and/or training that would enhance your ability to perform the position applied for? If yes, explain.

REFERENCES

Give the names of three persons not related to you whom you have known for at least three (3) years. We prefer that you provide at least two work references.

Name	Address, Phone, Email	Company	Years Acquainted
1			
2			
3			

Please read carefully before signing.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for the Borough of Mount Penn to hire me. If I am hired, I understand that either the Borough of Mount Penn or I can terminate my employment at, and this position is not guaranteed. I understand that no representative of the Borough of Mount Penn has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Mount Penn Borough true and complete information on this application. No requested information has been concealed. I authorize the Borough of Mount Penn to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date _____ Signature _____

THIS APPLICATION IS VALID FOR ONLY 60 DAYS FROM THE DATE ABOVE.

ADDITIONAL JOB HISTORY

From	To	Employer:	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer:	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer:	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
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