

BOROUGH OF SOUTHMONT
148 WONDER STREET
JOHNSTOWN, PA 15905
814-255-3104

Application For Employment

Please print plainly

Date _____

Name _____
Last First Middle

Current address _____

Telephone No. _____

Position(s) applied for _____

Did we previously employ you? _____ If yes, when? _____

On what date would you be available for work? _____

Are you legally eligible for employment in the U.S.A.? _____

Are you below the age of 18? _____

Are you able to perform the essential functions of the job for which you are applying with or without reasonable accommodation? (Please review attached job description)

_____ Yes _____ No

Please describe any accommodation required _____

Have you been convicted of a felony or misdemeanor within the last seven (7) years?

_____ Yes _____ No

If yes, please indicate the date, location and nature of the conviction:

(Conviction will not necessarily disqualify an applicant from employment and will be considered only to the extent that it relates to an applicant's suitability for the position sought.)

EDUCATION

Encircle last year completed:

Elementary School 5 6 7 8

High School 1 2 3 4

College 1 2 3 4

Other

Describe any other training or education:

REFERENCES

List below the names of three persons not related to you, whom you have known at least one year.

1. Name _____

Address _____

Business _____

Telephone Number _____

Years Acquainted _____

2. Name _____

Address _____

Business _____

Telephone Number _____

Years Acquainted _____

3. Name _____

Address _____

Business _____

Telephone Number _____

Years Acquainted _____

EMPLOYMENT HISTORY

List below present and past employment, beginning with your most recent.

1. Name of Employer _____
Address _____
Telephone Number _____
Dates of Employment – From: _____ To: _____
Salary _____
Reason for Leaving _____
Name of Supervisor _____
Describe the work you did _____

2. Name of Employer _____
Address _____
Telephone Number _____
Dates of Employment – From: _____ To: _____
Salary _____
Reason for Leaving _____
Name of Supervisor _____
Describe the work you did _____

3. Name of Employer _____
Address _____
Telephone Number _____
Dates of Employment – From: _____ To: _____
Salary _____
Reason for Leaving _____
Name of Supervisor _____
Describe the work you did _____

Summarize skills, experience, and special training, which will be of special benefit in the job for which you are applying. (Applicant should not list any information that Federal and State law precludes obtaining in the pre-employment stage.)

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ACKNOWLEDGMENTS, AUTHORIZATION AND RELEASE All of the information on this application and that given in connection with the application is correct and true. I understand that any false, misleading or incomplete answer or statements or implications made by me in connection with this application or other required documents, or the failure to disclose relevant information, shall result in the denial of employment or termination. I further understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract of employment, a contract for the providing of any benefit or to obligate Southmont Borough in any way. If an employment relationship is established, I understand that I will have the right to terminate my employment with or without cause, for any reason at any time, and that the Borough of Southmont retains a similar right. No promises, statements or representation to the contrary have been made to me, and I understand that no such promises, statements or representations are binding on the Borough of Southmont. In consideration of my receipt of this application and being considered for employment, I grant the Borough of Southmont permission to investigate my personal, educational and employment history and to contact persons, organizations, institutions or government agencies who may have knowledge of me. I hereby release from any and all liability the Borough of Southmont and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

Signature of Applicant

*This Company is an equal opportunity employer and does not discriminate in employment practices because of race, color, religion, sex, national origin, age, ancestry, disability or any other applicable legally protected status.