

Have you ever filed an application with the Borough of Swissvale? () Yes () No
If yes, give a date:

May we contact your employer? If no, please identify someone familiar () Yes () No
with your performance for your current employer that we may contact.

Name Phone Number

Can you work: Evenings () Yes () No
Nights () Yes () No
Weekends () Yes () No

EDUCATION

Last High School Attended _____
Name Location

Highest grade completed () 9 () 10 () 11 () 12

Do you have a high school diploma or G.E.D. certificate?
() Yes () No

Undergraduate _____
College/University Years Completed

Degree Obtained

MILITARY

Branch of Service _____

Length 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

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; driving under the influence; violence or threats of violence or use of weapons for which you have not been pardoned or which has not been expunged?

() Yes () No

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

EMPLOYMENT HISTORY

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

Employer Name _____ Address _____

Dates Employed (To/From) _____ Job Title _____

Supervisor's Name _____ Supervisor's Phone Number _____

Hourly Rate/Salary Starting Ending

Description of Duties:

Reason for leaving:

Will this supervisor/employer give you a good job reference? Yes No
If "No", please explain.

Were you: Yes No
Discharged or asked to resign by this employer?

Yes No
Ever disciplined (given a written warning, suspended, denied a pay increase, etc.) by this employer?

Yes No
Ever counseled or warned about excessive absenteeism or tardiness by this employer?

If yes to any of the above, please explain:

EMPLOYMENT HISTORY CONTINUED

Employer Name _____ Address _____

Dates Employed (To/From) _____ Job Title _____

Supervisor's Name _____ Supervisor's Phone Number _____

Hourly Rate/Salary Starting Ending

Description of Duties:

Reason for leaving:

Will this supervisor/employer give you a good job reference?
If "No", please explain. () Yes () No

Were you:
Discharged or asked to resign by this employer? () Yes () No

Ever disciplined (given a written warning, suspended,
denied a pay increase, etc.) 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, please explain:

EMPLOYMENT HISTORY CONTINUED

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

Employer Name Address

Dates Employed (To/From) Job Title

Supervisor's Name Supervisor's Phone Number

Hourly Rate/Salary Starting Ending

Description of Duties:

Reason for leaving:

Will this supervisor/employer give you a good job reference? () Yes () No
If "No", please explain.

Were you:
Discharged or asked to resign by this employer? () Yes () No

Ever disciplined (given a written warning, suspended, denied a pay increase, etc.) 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, please explain:

REFERENCES

Name	Phone Number	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 concealments of material fact. I authorize the Borough of Swissvale to investigate the truth of this information and of any other information I may supply during a pre-employment interview. I further authorize any 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 Swissvale may solicit from it or them. I further authorize the Borough of Swissvale 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 Swissvale 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 in my resume from liability for any damage or injury to me arising out of the release of information requested by the Borough of Swissvale.”

“I understand and agree that the Borough of Swissvale’s acceptance of this employment application does not constitute any promise, express or implied, that I will be hired. I further understand that the Borough of Swissvale 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 me or by the Borough of Swissvale at any time without notice or cause.”

“I further understand and agree that any offer of employment the Borough of Swissvale 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 Swissvale 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.”

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Signature of Applicant

Date

8/2018

ADDITIONAL INFORMATION

Previous Names Used:

Last First Middle

Last First Middle

Previous Addresses:

Address _____
House Number/Street Apt #

City State ZIP

Address _____
House Number/Street Apt #

City State ZIP

Address _____
House Number/Street Apt #

City State ZIP