



[www.swissvaleborough.com](http://www.swissvaleborough.com)

## Application for Employment

The Borough of Swissvale is an equal opportunity employer; all qualified applicants will be considered without regard to race, religion, color, national origin, ancestry, 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:** 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 form, please notify the Borough Manager at 412-271-7101 or by stopping at the municipal building at 7560 Roslyn St, Swissvale, PA 15218.

**Position applied for:** \_\_\_\_\_ ( ) Full Time ( ) Part Time

**Name** \_\_\_\_\_  
Last First Middle

**Address** \_\_\_\_\_  
House Number/Street Apt #  
\_\_\_\_\_ City State ZIP

**Phone** \_\_\_\_\_ (home) \_\_\_\_\_ (cell)

**Email** \_\_\_\_\_

**Do you have a driver's license?** (Answer Required) ( ) Yes ( ) No

**Driver's License** \_\_\_\_\_ **A B C**  
Number Class (Circle One) State Expiration Date

**Social Security Number** \_\_\_\_\_ **Length of Residence** \_\_\_\_\_

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 US? ( ) Yes ( ) No  
**(Proof of citizenship or immigration status will be required upon employment.)**

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 with your performance for your current employer that we may contact. ( ) Yes ( ) No

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

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

## EDUCATION

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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

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Branch of Service \_\_\_\_\_

Length of Service \_\_\_\_\_ Rank at Separation \_\_\_\_\_

Reserve Requirements:

Specialized Training:

## OTHER QUALIFICATIONS

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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

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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:
- 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**

Employer #2 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:

**EMPLOYMENT HISTORY CONTINUED**

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Employer #3 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:

**REFERENCES**

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Name	Phone Number	Relationship
1.		
2.		
3.		

*Please attach a resume, if available.*

**ADDITIONAL INFORMATION**

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**Do you have social media accounts (i.e. Facebook, Twitter, Instagram, Snapchat, etc.)  
If yes, list service provider and user or account names below:**

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**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."

"I hereby authorize the Borough of Swissvale to conduct a background check for criminal activity, driver's history and credit worthiness (if applicable to the position) prior to an interview and understand that the results of said background checks may affect my ability to be offered an interview."

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**Signature of Applicant**

**Date**