

APPLICATION FOR EMPLOYMENT

Elkland Borough is an Equal Opportunity Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications, and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

PLEASE TYPE OR PRINT. Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume.")

Position(s) Applied For		Date of Application
How Did You Learn About Us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend: _____	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative: _____	<input type="checkbox"/> Other _____

Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip Code
Home Telephone Number		Mobile Telephone Number		Business Telephone Number	

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? <i>Proof of citizenship or immigration status will be required upon employment.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you are under 18 years of age, can you provide required proof your eligibility to work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever filed an application with us before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, give date:		
Are you currently employed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, may we contact your present employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you currently on "lay-off" status and subject to recall?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you required to give at least a two-week notice?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you available to work:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Shift Work <input type="checkbox"/> Temporary	
Can you travel if a job requires it?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you currently possess a valid Driver's license?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
On what date would you be available for work?		

CRIMINAL RECORD

Have you ever been convicted for a crime? (Exclude convictions that have been sealed, expunged or legally eradicated, and misdemeanor convictions for which probation was completed and the case was dismissed)

Yes ___ No ___

If yes, please briefly describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case. This company will not deny employment to any applicant solely because the person has been convicted of a crime. The company however, may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position applied for.

Are you currently out on bail, the subject of a current warrant for arrest or released on your own recognizance pending trial?

Yes ___ No ___

Any offer of employment is contingent and conditional based upon the successful completion of a criminal and/or credit history investigation/check. Do you agree to these conditions?

Yes ___ No ___

EDUCATION

Name of School	City/State	Did you graduate?	Degree received	Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No		
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No		
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No		
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying.				

SKILLS: Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Note your level of proficiency (basic, intermediate, expert)

FOREIGN LANGUAGES: Please indicate any foreign languages you can speak, read and/or write. Note your level of proficiency (fair, good, fluent)

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EMPLOYMENT EXPERIENCE

Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Include any job-related military service assignments and volunteer activities.

Dates Employed (most recent position) From: To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk:	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title	Supervisor's Phone#	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

Dates Employed From: To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk:	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title	Supervisor's Phone#	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

Dates Employed From: To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk:	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title	Supervisor's Phone#	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

Please explain any gaps in employment.

List any professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal Gender, race, religion, national origin, age, ancestry, disability, or other protected status.

REFERENCES:

Please list at least 2 (two) professional references and 1 (one) personal reference.

Name	Title and Company	Telephone Number(s)
Name	Title and Company	Telephone Number(s)
Name	Relationship and Years Known	Telephone Number(s)

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.

I certify that the information on this application and its supporting documents are accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize Elkland Borough to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment.

I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that all employees of Elkland Borough serve at-will, and the employment relationship may be terminated at any time by either party, for any or no reason, other than a reason prohibited by law. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the Borough.

If employed, I will be required to furnish proof of eligibility to work in the United States.

Applicant Signature: _____

Date: _____