



# BOROUGH OF ECONOMY

2856 CONWAY WALLROSE ROAD  
BADEN, PA 15005-2306

## APPLICATION FOR EMPLOYMENT

The Borough of Economy is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, religion, 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.

### PLEASE PRINT IN INK OR TYPE

**INSTRUCTIONS:** This application must be completed in its entirety. If, because of a disability, you need assistance in completing this application form, please notify the Borough Manager at 724-869-4779 x1.

Position applied for: \_\_\_\_\_  
Full Time  Part Time

### PERSONAL INFORMATION

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City/State Zip

Length of Residence: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Drivers License No.: \_\_\_\_\_ State Issued: \_\_\_\_\_ Expiration: \_\_\_\_\_  
License Class: \_\_\_\_\_

### EMPLOYMENT INFORMATION

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 United States? Yes  No   
(Proof of citizenship or immigration status will be required upon employment)

Have you ever filed an application with the Borough of Economy? Yes  No   
If yes, provide the date(s): \_\_\_\_\_

Have you ever been employed by the Borough of Economy? Yes  No   
If yes, provide the date(s): \_\_\_\_\_

Are you currently employed? Yes  No  May we contact your current employer?  Yes  No

If no, please identify someone familiar with your performance for your current employer that we may contact:  
Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

### PERSONAL INFORMATION

Last High School Attended: \_\_\_\_\_  
Name Location

Highest Grade Completed (Circle One): 9 10 11 12

Do you have a Diploma or G.E.D. Certification? Yes  No

Colleges, Universities, Trade/Technical Schools or Apprenticeship Programs:

Name	Location	Degrees, Credits, Certifications or Licenses
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Name	Location	Degrees, Credits, Certifications or Licenses
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### 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 skill certifications you hold:

\_\_\_\_\_

Summarize special skills, abilities or experiences which qualify you for this position:

\_\_\_\_\_

### BACKGROUND

#### **POLICE OFFICER APPLICANTS ONLY:**

Have you ever been convicted of a crime other than a traffic violation? Yes  No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

#### **ALL OTHER APPLICANTS:**

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, violence or threats of violence or use of weapons for which you have not been pardoned or which has not been expunged? Yes  No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

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



**REFERENCES**

Please list three (3) references other than a relative or former employers.

- |    |              |           |              |
|----|--------------|-----------|--------------|
| 1. |              |           |              |
|    | Name/Address | Telephone | Relationship |
| 2. |              |           |              |
|    | Name/Address | Telephone | Relationship |
| 3. |              |           |              |
|    | Name/Address | Telephone | Relationship |

**\*\*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 concealment of material facts. I authorize the Borough of Economy to investigate the truth of this information and of any other information that I may supply during a pre-employment interview. I further authorize every school, employer, person and agency identified by me on this form to release any and all verifying information the Borough of Economy may solicit from them. I further authorize the Borough of Economy 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 Economy 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 or in my resume form liability for any damage or injury to me arising out of the release of information requested by the Borough of Economy.

I understand and agree that the Borough of Economy's acceptance of this employment application does not constitute any promise, expressed or implied, that I will be hired. I further understand that the Borough of Economy 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 myself or by the Borough of Economy at any time without notice or cause.

I further understand and agree that any offer of employment the Borough of Economy 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.

**THIS APPLICATION IS VOID AFTER ONE YEAR (1 yr.)**

\_\_\_\_\_  
Applicant Signature

Date: \_\_\_\_\_