

Borough of Mohnton

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

POSITION APPLYING FOR: _____ DATE OF APPLICATION _____

How did you learn about us? Advertisement ___ Friend/Relative ___ Employment Agency ___ Other ___

Last Name _____ First Name _____ Middle Name _____

Address _____ City _____ State _____ Zip Code _____

Home Phone _____ Best time to call _____ AM/PM _____ Work Phone _____ Best time to call _____ AM/PM _____

Are you currently employed? YES / NO If yes, may we contact your current Employer? YES / NO

Are you a Veteran? YES/NO If yes, please list Branch and dates of service: _____

Have you taken any special Tax or Accounting classes that would be relevant to this position? YES/NO Please list all that apply: _____

Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? YES / NO
Proof of citizenship or immigration status will be required upon employment.

Date available for work ___/___/___ What is your desired salary/hourly range? _____

Are you available to work: _____ Full Time _____ Part Time Please indicate what days and hours you are available.

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Saturday _____

Are you currently on Layoff and subject to recall? ___ YES ___ NO Can you travel if required? YES / NO

EDUCATION

SCHOOL Name and address of school Course of Study Years Completed Diploma/Degree

High School

Undergraduate/
College

Graduate/
Professional

Other
Specify

WORK EXPERIENCE

Start with your present or most recent EMPLOYER Include any job related military service assignments and volunteer activities. Include an explanation for any gaps in employment.

EMPLOYER Dates Employed Work Performed / Responsibilities
From To

Address Hourly Rate / Salary
Starting Final

Telephone Number(s)

Supervisor Your Job Title

Reason for Leaving May We Contact YES NO

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EMPLOYER

Dates Employed
From _____ To _____

Work Performed / Responsibilities

Address

Hourly Rate / Salary
Starting _____ Final _____

Telephone Number(s)

Supervisor

Your Job Title

Reason for Leaving

May We Contact

YES

NO

EMPLOYER

Dates Employed
From _____ To _____

Work Performed / Responsibilities

Address

Hourly Rate / Salary
Starting _____ Final _____

Telephone Number(s)

Supervisor

Your Job Title

Reason for Leaving

May We Contact

YES

NO

SPECIALIZED SKILLS

Circle all that apply:
Accounting Software

Computer
Other Please name: _____

Typewriter

WPM?

Word Processing

Spreadsheet

SPECIAL QUALIFICATIONS: Summarize special job related skills and qualifications acquired from employment or other experience _____

Professional trade, business or civic activities and offices held _____

PERSONAL/PROFESSIONAL REFERENCES DO NOT INCLUDE FAMILY MEMBERS

NAME

PHONE

BEST TIME TO CALL

OCCUPATION

1. _____

2. _____

3. _____

Notes

APPLICANT'S STATEMENT

I certify that the answers and statements given here are true and complete.

I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed sixty days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with **Borough of Mohnton** is of an "at will" nature, which means that the Employee may resign at any time and that **Borough of Mohnton** may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also, that I am required to abide by all rules and regulations of **Borough of Mohnton**.

Signature of Applicant

Date

Recommendations:

Hire _____ Decline to Hire _____ Reason _____

Hire _____ Decline to Hire _____ Reason _____

DECLINE TO HIRE NOTICE SENT _____

DATE OF HIRE _____ DATE OF LOH _____