

**Application for Employment**

The Borough of Coraopolis is an equal opportunity employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, national origin, marital status, ancestry, or non-job related disabilities. 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 typed.

If because of a disability you need assistance in completing this application form please notify the manager.

Personal

Full Time\_\_\_\_\_\_ Part Time\_\_\_\_\_\_ Date:

Last Name: Social Security No.

First Name & Middle Int. Day Telephone No.

Address Evening Telephone No.

City State Zip

Position Applied For Referred By

For Full Time Public Works, Police/Fire Civil Service Only:

Drivers License: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Number

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 Coraopolis before? Yes No

Have you ever worked for the Borough of Coraopolis before? Yes No

If yes give Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you at least 18 years old? Yes No

If under 18, do you have a work permit? Yes No

Do you have any relatives employed by the Borough of Coraopolis? Yes No

Have you ever been convicted of a criminal offense involving dishonesty,

breach of conduct, 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

Education

Circle Highest Grade Completed

High School 9 10 11 12

College, Trade or Business 1 2 3 4

Graduate Studies

School Address Major Studies Degree, credits, licenses

High School

College/University

Vocational, Business,

Other

Other special knowledge, skills or qualifications:

Please check any machinery or heavy equipment that you have experience in operating:

Dragline Grader Tractor/Mower \_\_\_\_\_\_ Front End Loader \_\_\_\_\_\_

Backhoe \_\_\_\_\_\_ Dozer \_\_\_\_\_\_ Bush Hog \_\_\_\_\_\_ Track Hoe \_\_\_\_\_\_

Utility Cart \_\_\_\_\_\_ Roller \_\_\_\_\_\_ Low Boy Trailer \_\_\_\_\_\_ Hydroscopic \_\_\_\_\_\_

Military Services Record

Branch of Service Length of Service Rank at Separation

Reserve Requirements Specialized Training

Employer Date Employed Job Title

Address Description of Duties

Supervisor’s Name

Supervisor’s Telephone No.

 Reason for Leaving

Hourly Rate/Salary

Starting \_\_\_\_\_\_\_\_\_\_ Ending\_\_\_\_\_\_\_\_\_\_

Employer Date Employed Job Title

Address Description of Duties

Supervisor’s Name

Supervisor’s Telephone No.

 Reason for Leaving

Hourly Rate/Salary

Starting \_\_\_\_\_\_\_\_\_\_ Ending\_\_\_\_\_\_\_\_\_\_

Employer Date Employed Job Title

Address Description of Duties

Supervisor’s Name

Supervisor’s Telephone No.

 Reason for Leaving

Hourly Rate/Salary

Starting \_\_\_\_\_\_\_\_\_\_ Ending\_\_\_\_\_\_\_\_\_\_

Please explain any gaps of six month or more during your education and employment history. (If you need additional space, you may continue on a separate sheet of paper.)

May we contact your present employer if under serious consideration? Yes No

Do you wish to be contacted beforehand? Yes No

Personal References (excluding former employers and relatives)

Name and Occupation Address Daytime Telephone No.

1.

2.

3.

Thank you for completing this application form and for your interest in employment with us.

**Authorization and Consent for Release of Information**

This authorization and release give your permission to The Borough of Coraopolis to conduct a background investigation. The result of this process will be utilized by The Borough of Coraopolis to determine eligibility for employment. All information will be proprietary and kept as confidential as practicable. The information obtained by The Borough of Coraopolis will not be provided to any parties other than this company.

I, the undersigned, do hereby certify that the information provided by me in my application for employment, resume, or in verbal discussions relating to my consideration for employment is true and complete to the best of my knowledge. I hereby authorize The Borough of Coraopolis to: (1) investigate the truthfulness of all my statements made on my application or resume, or verbal statements made by me in the interview process, (2) conduct any verification of my education, employment, person, credit, and motor vehicle records, and to receive any criminal history reports, and (3) disclose verbally or in writing the results of any investigation with the authorized employees or agents of this company, involved in the hiring process.

Further, I authorize the procurement of any other information, which relates to my background, character, and personal reputation, which may be deemed relevant to my employment in accordance with state and federal laws.

I have read and understand this authorization and consent. The original or copy of this document serves as my valid authorization to any and all persons, educational institutions, past/and or current employers, organizations, credit agencies, law enforcement or criminal records agencies, and other agencies to release information about me to The Borough of Coraopolis, or its designated agent, and hereby release and hold harmless all such persons, institutions, agencies, employers, and organizations providing such information from liability and any or all claims and damages connected with providing any requested information.

I further agree to indemnify, discharge, and forever hold harmless The Borough of Coraopolis, its directors, officers or employees from any and all damages, claims, losses, liabilities, cost, and expenses (including, but not limited to attorney’s fees) incurred as a direct or indirect result of any lawsuit or administrative proceeding brought against The Borough of Coraopolis, related directly or indirectly to this disclosure of any such information or to such investigation. I understand that my employment with The Borough of Coraopolis is conditional upon an acceptable background investigation.

 Authorized by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name Current address, City, State, Zip County

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth Signature Date