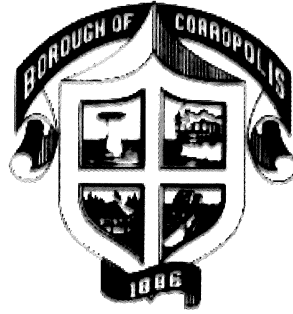


1301 4th Avenue, Suite 1
 Coraopolis, PA 15108



Telephone (412) 264-3002
 Fax (412) 264-6951

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 _____ Hydrosopic _____			
Military Services Record			
Branch of Service	Length of Service	Rank at Separation	
Reserve Requirements		Specialized Training	

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