



# APPLICATION FOR EMPLOYMENT

Ebensburg Borough

300 West High Street

Ebensburg, PA 15931

Position desired \_\_\_\_\_ Date \_\_\_\_\_  
Date available \_\_\_\_\_ Full time \_\_\_\_\_ Part time \_\_\_\_\_  
If part time, specify days and hours per week available \_\_\_\_\_

## PERSONAL DATA

Name \_\_\_\_\_ Social Security number \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_  
(Number and Street) (City) (State) (Zip Code)

Is any additional information relative to your name necessary to enable a check on your work record? If yes, explain.

Phone number (s) where you can be reached: \_\_\_\_\_

Are you at least 21 years of age? \_\_\_\_\_ If no, state date of birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Are you a U.S. Citizen? \_\_\_\_\_ If no, are you authorized to work in the U.S.? \_\_\_\_\_

## EDUCATION AND TRAINING

SCHOOL NAME AND ADDRESS	Did you Graduate?	Degree	Major Studies
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High School

Business or  
Trade

College

Other  
(Specify)

Special qualifications: (include technical and professional licenses, academic and professional awards, etc.)

## COMPUTER SKILLS

List any programs you are familiar with and your current level of knowledge: \_\_\_\_\_

## EMPLOYMENT RECORD

List all present and past employment with most recent first

Employer's name	From	To
<hr/>		
Address	Type of business	
<hr/>		
Phone	Salary	
<hr/>	<hr/>	<hr/>
	(Area Code) (Number)	(Starting) (Ending)
<hr/>		
Name and title of supervisor		
<hr/>		
Your job title		
<hr/>		
Reason for leaving		
<hr/>		
Briefly describe the nature and duties of your position		
<hr/>		
<hr/>		

May we contact your present employer? 

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Employer's name	From	To
<hr/>		
Address	Type of business	
<hr/>		
Phone	Salary	
<hr/>	<hr/>	<hr/>
	(Area Code) (Number)	(Starting) (Ending)
<hr/>		
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Name and title of supervisor		
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Your job title		
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Reason for leaving		
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Briefly describe the nature and duties of your position		
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<hr/>		

Employer's name _____	From _____	To _____	
Address _____	Type of business _____		
Phone _____	Salary _____		
	<small>(Area Code)</small>	<small>(Number)</small>	<small>(Starting)</small> <small>(Ending)</small>
Name and title of supervisor _____			
Your job title _____		Reason for leaving _____	
Briefly describe the nature and duties of your position _____			
_____			
_____			

## UNEMPLOYMENT RECORD

Account for periods of unemployment of one month duration or more in the past 5 years

From		To		Reason for Unemployment
Month	Year	Month	Year	

Have you ever been dismissed or asked to resign from any position? \_\_\_\_\_ If yes, give details in space provided on back page.

Have you ever been convicted of any crime in a court of law? \_\_\_\_\_ If yes, give details below in space provided (excluding minor traffic violations). Criminal record will not necessarily exclude you from employment.

If employed, what length of time do you expect to reside in this area? \_\_\_\_\_

## MILITARY EXPERIENCE (if applicable)

Describe any job-related training received in the United States military. \_\_\_\_\_

Are you requesting consideration of Veteran's Status? ☐ Yes    ☐ No  
 (Note: per decisions of Pennsylvania's Supreme Court, preference for veterans is limited to entry level employment.)

If you are, provide the following information:

Date of Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_  
 (Verification of Veteran's status may be required.)

REFERENCES			
Do not list relatives, only persons who can provide employment, education or character references			
Name	Occupation		
Address	Phone	Home	
		Office	
Name	Occupation		
Address	Phone	Home	
		Office	
Name	Occupation		
Address	Phone	Home	
		Office	

[illegible]

If yes, state experience and type of truck.

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Do you have a reliable means of transportation to place of employment regardless of the time of day?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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How many miles do you live from Ebensburg?

Do you understand that this job requires outside work in all kinds of weather, such as rain, snow, sleet as well as hot and cold weather?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Are you willing to perform all types of physical labor including pick and shovel work, sewer cleaning, snow removal, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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### SIGNATURE

*I understand that this employment application shall be considered valid for a period of time not to exceed (90) days. If I still desire a position with Ebensburg Borough after this employment application expires, it will be my duty to complete a new employment application and file it with the Borough. The facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that, if employed, false statements on this application shall be sufficient cause for dismissal. I also understand that to qualify for employment, I may be subject to a background investigation and a medical examination.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

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*Ebensburg Borough does not discriminate on the basis of race, color, religion, national origin, sex, age or disability as defined by law.*