

**BOROUGH OF PALMYRA  
EMPLOYMENT APPLICATION  
An Equal Opportunity Employer**

**INSTRUCTIONS:** Please fill out the following employment application form completely and accurately. Every one of these sections must be completed in order for the Borough to accept the application as complete. Print an answer to every question. If a particular question does not apply to you, so state with N/A. If space available is insufficient, use reverse side and proceed with the number of the referenced block. Do not misstate or omit material fact since the statements made herein are subject to verification to determine your qualifications for employment. ***Resume may be attached, but should not be substituted for completing this application.***

**SECTION I: PERSONAL INFORMATION**

\_\_\_\_\_  
LAST NAME / FIRST NAME / MI

\_\_\_\_\_  
SOCIAL SECURITY NO.

\_\_\_\_\_  
PRESENT HOME ADDRESS: STREET / CITY / STATE / ZIP

(\_\_\_\_\_)\_\_\_\_\_  
HOME PHONE

\_\_\_\_\_  
E-MAIL ADDRESS

Are you at least 18 years of age?       YES  NO  
(If you are under the age of 18 a work permit may be required)

Are you a citizen of the United States or otherwise authorized to work in the United States?       YES  NO

**SECTION II: WORK PREFERENCE**

Please describe in one or two sentences the nature of work and the position in which you are interested.

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

Are you interested in:

Full-time work	_____
Part-time work	_____
Intermittent work	_____
Temporary work	_____
Seasonal work	_____
No preference	_____

What is your minimum salary requirement? \$ \_\_\_\_\_

Date available to start work with the Borough: \_\_\_\_\_

**SECTION III: EMPLOYMENT HISTORY**

Beginning with your most recent job, list your work history for the past ten years.

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Employer's Name \_\_\_\_\_

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

Work Phone Number (\_\_\_\_\_) \_\_\_\_\_

Beginning Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Describe your duties, responsibilities and authority for position(s) held:

\_\_\_\_\_

Describe your reason(s) for leaving:

\_\_\_\_\_

May we contact your current employer?  YES  NO

.....  
Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Employer's Name \_\_\_\_\_

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

Work Phone Number (\_\_\_\_\_) \_\_\_\_\_

Beginning Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Describe your duties, responsibilities and authority for position(s) held:

\_\_\_\_\_

Describe your reason(s) for leaving:

\_\_\_\_\_

**SECTION III: EMPLOYMENT HISTORY (cont'd)**

Start Date \_\_\_\_\_

End Date \_\_\_\_\_

\_\_\_\_\_  
Employer's Name

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

\_\_\_\_\_  
Work Phone Number (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Beginning Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Name

Describe your duties, responsibilities and authority for position(s) held:

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

Describe your reason(s) for leaving:

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

.....  
Start Date \_\_\_\_\_

End Date \_\_\_\_\_

\_\_\_\_\_  
Employer's Name

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

\_\_\_\_\_  
Work Phone Number (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Beginning Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Name

Describe your duties, responsibilities and authority for position(s) held:

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

Describe your reason(s) for leaving:

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

**SECTION IV: EDUCATION PROFILE**

Do you have a high school diploma or G.E.D.?  YES  NO

A. List all high schools, vo-technical schools and colleges attended.

Name of School	City / Zip	Years Completed	Graduated Yes / No

Major and Minor Courses:

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B. Other schools or training (trade, vocation, military). Give for each the name and location of school, dates attended, subjects studied, certificate earned, and any other pertinent data.

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**SECTION V: SPECIAL QUALIFICATIONS AND SKILLS**

A. List any special skills you possess, machines and equipment you can use and any licenses you hold. (For example, vehicle inspection mechanic, scientific or professional devices, mechanics license, heavy equipment operations (specific types), welding, computers literary, landscaping, etc.)

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B. Foreign language skills: Enter language and indicate fluency.

Language      Reading      Speaking      Understanding      Writing

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**SECTION VI: MILITARY STATUS**

A. Have you served in and are you a veteran of the U.S. Armed Forces?  YES  NO

- B. Are you presently a member of a U.S. Reserve or State Guard organization?  YES  NO

If yes, complete the following:

Grade and Service No.:

\_\_\_\_\_

Service and Component:

\_\_\_\_\_

Organization and Station or Unit and address:

\_\_\_\_\_

Indicate reserve obligation, if any:

\_\_\_\_\_

**SECTION VII: BACKGROUND INFORMATION**

- A. **CONVICTION OF CRIME:** Have you ever been convicted of or entered a plea of guilty or no contest to any misdemeanor, felony or greater criminal violation?  YES  NO

If yes, please identify the violations that you were convicted of and provide the date and place of your conviction. (Conviction will not necessarily disqualify an applicant from employment.)

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

- B. **EMPLOYMENT DISCHARGE:** Have you ever been discharged, asked to resign, furloughed, or put on inactive status for cause, or subject to disciplinary action while in any position?  YES  NO  
 If yes, state reason:

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

- C. **CHARACTER REFERENCES:** List three character references. (Do not list relatives, former employers, or persons living outside the United States.)

	#1	#2	#3
<b>NAME</b>			
<b>ADDRESS</b>			
<b>HOME PHONE</b>			
<b>WORK PHONE</b>			
<b>YEARS KNOWN</b>			

- D. PROFESSIONAL REFERENCES: List only references who definite knowledge of your qualifications for the position of application.

	#1	#2	#3
NAME			
ADDRESS			
HOME PHONE			
WORK PHONE			
YEARS KNOWN			

**SECTION VIII: MISCELLANEOUS**

The following information will be used only if it is directly related to the classification/position for which you are applying.

1. Do you currently have a Pennsylvania Motor Vehicle Operator's License and/or a Commercial Drivers License?  YES  NO
2. If listed as a primary job requirement, are you willing and able to secure a Pennsylvania Motor Vehicle Operator's License and/or a Commercial Drivers License?  YES  NO
3. Can you perform the primary job requirements of the specific job for which you are applying with or without accommodations?  YES  NO
4. Have you previously filed an application with the Borough?  YES  NO

If yes, provide year and position or Dept. for which you applied.

YEAR \_\_\_\_\_  
 POSITION / DEPT. \_\_\_\_\_

5. Have you previously been employed with the Borough?  YES  NO

If yes, provide dates of employment and position.

DATES: FROM \_\_\_\_\_ TO \_\_\_\_\_  
 POSITION \_\_\_\_\_  
 DEPARTMENT \_\_\_\_\_

6. READ CAREFULLY AND CHECK THE APPROPRIATE BOX.

Applicants for various positions may be required to have a background and/or criminal history check:

I authorize a background and/or criminal history check.

I DO NOT authorize a background and/or criminal history check.

7. I solemnly swear that all of the information furnished in the Employment Application, and supplements thereto, is true, accurate and complete to the best of my knowledge. I understand that any misrepresentation or falsification of the information provided may lead to withdrawal of an employment offer or termination following employment.

I hereby authorize the employers, schools and other references named in this application to provide information regarding me and to release personnel, academic and other records concerning me.

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SIGNATURE OF APPLICANT

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DATE

**EQUAL EMPLOYMENT OPPORTUNITY**

***The Borough of Palmyra is committed to a policy of equal employment opportunity. No personnel decision shall be based upon race, color, religion, sex, gender, national origin, age, non-job related disability, genetic information, military status, protected activity or any other protected status and/or condition specified in federal, state, or local civil rights laws.***