

APPLICATION FOR EMPLOYMENT BOROUGH OF CLEARFIELD, PENNSYLVANIA

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

PLEASE PRINT

Position(s) Applied For _____

Name: _____ Date: _____
 Address: _____ City: _____ State: _____
 Telephone No. _____ SS NO: _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? _____

Have you ever filed an application with us before? _____ If yes, give date _____

Have you ever been employed by us before? _____ If yes, give date _____

Are you currently employed? _____

May we contact your present employer? _____

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

Have you been convicted of a felony within the last 7 years?

If yes, please explain _____

EDUCATION

	Name & Address of School	Course of Study	Years Completed	Diploma
Elementary School				
High School				
College				
Other				

EMPLOYMENT

Start with your present or last job. Include any job related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates of Employment	
Address	Telephone No.	
Job Title	Starting Wage	Final Wage
Type of Work Performed		
Reason for Leaving		

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OTHER QUALIFICATIONS

Summarize special job related skills and qualifications acquired from employment or other experience.

REFERENCES

Name	Relationship
Address	Telephone No.
Name	Relationship
Address	Telephone No.
Name	Relationship
Address	Telephone No.

ADDITIONAL INFORMATION

State any additional information you may feel is helpful to us in considering your application.

APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize 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 60 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 this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this "at will" relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

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 that I am required to abide by all rules and regulation of the employer.

Signature of Applicant

Date

BOROUGH OF CLEARFIELD, PENNSYLVANIA

AUTHORIZATION TO OBTAIN INFORMATION WAIVER

I, _____, having made an application for employment with the Borough of Clearfield, understand that the Borough desires to obtain information concerning my background, credit history, and character in order to better ascertain my qualifications for employment.

I hereby authorize the Clearfield Borough Police Department to investigate any and all information concerning my background, credit rating and character which may be pertinent to my qualification for employment with the Clearfield Borough. I understand that the information may be obtained from any person, document or other source within or outside the Commonwealth of Pennsylvania.

If I was a former Commonwealth employee, I hereby authorize the Commonwealth of Pennsylvania, State Records Center to release my personnel file to the Clearfield Borough. In addition, I authorize any former employer to release information from my personnel file to the Clearfield Borough.

I hereby release all persons and the Clearfield Borough from any liability which might otherwise result from the release of said information to any member of the Clearfield Borough.

In consideration of this release, the Clearfield Borough shall regard all information obtained as confidential. I understand that the same shall not be released to any individual, including myself, or any organization absent good cause.

I agree that the Borough of Clearfield may admit the information into evidence in order to defend any administrative or court proceeding which is initiated on my behalf. I retain the right to challenge the accuracy of such information, in such proceeding, but waive all objections as to the admissibility of the information.

I understand that I am not compelled to sign this authorization.

Signature of Applicant

Date

Date of Birth

Social Security No.

Applicant's Address