

Borough of Conway

Application for Employment

Instructions: This application must be completed in its entirety. Please print in ink or type. If, because of a disability, you need assistance in completing this application form, please notify the Borough Secretary's Office at 724-869-5550.

Position applied for: _____ Full Time Part Time

Name: Last: _____ First: _____ Middle: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone / Cell: _____ Email Address: _____

Social Security Number: _____ (Not required)

Driver's License Number: _____ State: _____

Are you at least 18 years old? Yes No

If no, do you have a work permit? Yes No

Are you authorized to work in the United States?
(Proof of citizenship or immigration status will be required upon employment.) Yes No

Have you ever filed an application with Conway Borough?
If yes, give date: _____ Yes No

Have you ever been employed by Conway Borough?
If yes, give dates: _____ Yes No

May we contact your current employer?
If no, please identify someone familiar with your performance for your current employer that we may contact. Yes No

Name: _____ Phone Number: _____

Can you work: Evenings? Yes No
Nights? Yes No
Weekends? Yes No

Education

Last High School Attended: _____
(Name / Location)

Highest Grade Completed: (circle one) 9 10 11 12

Do you have a High School Diploma or G.E.D. certificate? Yes No

Colleges, Universities, trade or technical schools, or apprenticeship programs: _____

(Name / Location)

Number of Years Attended: _____

Degrees, Credits, Certificates, or Licenses attained: (Please list below) _____

Military

Were you a member of the United States Armed Forces? Yes No

Branch of Service: _____ Length of Service: _____

Rank at Separation: _____ Reserve Requirements: _____

Specialized Training Received: _____

Other Qualifications

Please describe the type of equipment you are capable of operating (machines, vehicles, computers, etc.):

Please list any trade, professional, or skills certificates you hold:

Please summarize special skills or experiences which qualify for this position:

Background:

Have you ever been convicted of a crime offense involving dishonesty; breach of trust; offenses against children; use, possession, distribution, sale, or manufacture of drugs; driving under the influence; violence or threats of violence or use of weapons for which you have not been pardoned or which has not been expunged?

Yes No If yes, explain: _____

NOTE: Criminal convictions are not necessarily a bar to employment; all relevant circumstances will be considered.

Employment History

List all employment for the past ten years beginning with current or most recent position.

Employer: _____ Date Employed _____ to _____

Address: _____

Supervisor's Name: _____ Supervisor's Phone Number: _____

Job Title: _____

Description of Duties: _____

Reason for Leaving: _____

Will this supervisor/employer give a supportive job reference? Yes No

If no, explain: _____

Were you:

Discharged or asked to resign by this employer? Yes No

Ever Disciplined (given written warning, suspended, denied a pay increase)? Yes No

Counseled or warned about excessive absenteeism by this employer? Yes No

Hourly Rate/Salary: Beginning _____ Ending _____

Employer: _____ Date Employed _____ to _____

Address: _____

Supervisor's Name: _____ Supervisor's Phone Number: _____

Job Title: _____

Description of Duties: _____

Reason for Leaving: _____

Will this supervisor/employer give a supportive job reference? Yes No

If no, explain: _____

Were you:

Discharged or asked to resign by this employer? Yes No

Ever Disciplined (given written warning, suspended, denied a pay increase)? Yes No

Counseled or warned about excessive absenteeism by this employer? Yes No

Hourly Rate/Salary: Beginning _____ Ending _____

Employer: _____ Date Employed _____ to _____

Address: _____

Supervisor's Name: _____ Supervisor's Phone Number: _____

Job Title: _____

Description of Duties: _____

Reason for Leaving: _____

Will this supervisor/employer give a supportive job reference? Yes No

If no, explain: _____

Were you:

Discharged or asked to resign by this employer? Yes No

Ever Disciplined (given written warning, suspended, denied a pay increase)? Yes No

Counseled or warned about excessive absenteeism by this employer? Yes No

Hourly Rate/Salary: Beginning _____ Ending _____

References

Please list three references other than relatives or former employers:

1. _____
Name & Address _____ Phone _____ Relationship _____
2. _____
Name & Address _____ Phone _____ Relationship _____
3. _____
Name & Address _____ Phone _____ Relationship _____

Certification Authorization and Agreement

“I certify that the information supplied by me on this application form and in my resume, if any, is true and complete and does not contain any falsifications, omissions, or concealments of material fact. I authorize Conway Borough to investigate the truth of this information and of any other information I may supply during a pre-employment interview. I further authorize every school, employer, person and agency identified by me on this form or in my resume to release any and all verifying information Conway Borough may solicit from it or them. I further authorize Conway Borough to investigate my application is denied in whole or in part because of information contained in a criminal history records report, Conway Borough will so advise me.”

“I hereby release all law enforcement agencies, my former employers, all educational institutions and programs and every other person identified by me on this form or in any resume from liability for any damage or injury to me arising out of the release of information requested by Conway Borough. I further release Conway Borough from all liability for any damage or injury to me arising out of the release of information.”

“I understand and agree that Conway Borough’s acceptance of this employment application does not constitute any promise, express or implied, that I will be hired. I further understand that Conway Borough does not guarantee anyone employment for any specific length of time. I therefore agree that if I am hired, my employment may be terminated by either me or by Conway Borough at any time without notice or cause.”

“I further understand and agree that any offer of employment Conway Borough may make to me (and, if I am hired my continued employment) will be contingent upon my submission of evidence verifying that I am authorized to work in the United States and may be contingent upon my taking and passing physical examinations and drug tests.”

“I certify that I am not a party to any contractor or other obligation which would limit, interfere with, or restrict my ability to work for Conway Borough in any way.”

“I hereby acknowledge that I have read this section of the employment application and fully understand the meaning and effect of signing this form.”

Signature

Date

Borough of Conway
801 1st Ave, Conway, PA 15027

Conway Borough is an Equal Opportunity Employer, all qualified applicants will be considered without regard to race, color, religion, national origin, ancestry, sex, sexual orientation, non-job-related disabilities or age (40 and over). 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.

Please attach a resume, if possible.