

# APPLICATION FOR EMPLOYMENT

Please provide complete and legible information. An incomplete application may affect your consideration for employment. If necessary, attach a separate sheet for additional information.

The Borough of Mechanicsburg ("Borough") is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, veteran or military status, genetic information, sexual orientation, marital status, or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances. The information collected by this application is solely to determine suitability for employment, verify identity and maintain employment statistics on applicants.

Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and certain state or local laws. Please inform the Borough if you need assistance completing any forms or to otherwise participate in the application process.

## GENERAL INFORMATION

Full Name _____	Date _____
FIRST                    MIDDLE                    LAST	
Address _____	
STREET                    CITY                    STATE                    ZIP CODE	
Contact Number (____) _____	Date available for work _____
Alternate Contact Number (____) _____	E-mail (optional) _____
Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you now, or will you in the future, require immigration sponsorship for work authorization (e.g., H-1B)? <input type="checkbox"/> Yes <input type="checkbox"/> No (If hired, verification will be required consistent with federal law.)	
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, you may be required to provide authorization to work.)	
How were you referred to the Borough of Mechanicsburg? _____	
_____	

## POSITION INFORMATION

Type of work desired? _____	Salary range expected (required) _____
Applying for: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal	

## EDUCATION

Type of School	School Name and Location	Highest Grade Completed	Grade Point Average	Course of Study or Major
High School or G.E.D. equivalent		9 10 11 12/GED		
College or University		1 2 3 4		
Vocational or Trade School				
Graduate School				
Other (including military training)				

List any work related certifications or licenses you currently possess.

## BACKGROUND INFORMATION

During the past seven years, have you ever been discharged, suspended or asked to resign from any position?  
 Yes     No    If yes, please explain. \_\_\_\_\_

For the purpose of verifying information on this application, have you ever worked or attended school under a different name at any of the organizations you have listed?     Yes     No    If yes, specify name. \_\_\_\_\_

Have you ever been convicted of a crime that has not been expunged, sealed, pardoned, annulled, statutorily eradicated or dismissed upon condition of probation? You are not required to disclose sealed or expunged records of conviction or arrest, or expunged juvenile records of conviction or arrest.

Yes       No Record

Has your driver's license ever been suspended or revoked?  
 Yes       No    If yes, please explain. \_\_\_\_\_

Driver's License No.: \_\_\_\_\_

**Military Status:**  
 Have you ever been in the U.S. Armed Forces?  Yes  No    If yes, specify branch: \_\_\_\_\_  
 Dates of Service: \_\_\_\_\_ to \_\_\_\_\_  
 Type of Discharge: \_\_\_\_\_  
 If type of discharge is general, or other than honorable, explain: \_\_\_\_\_

Were you ever reduced in rank or disciplined while serving in the Armed Forces?  
 Yes  No    If yes, please explain. \_\_\_\_\_

Indicate your reserve status:  Active     Inactive     None

## PROFESSIONAL REFERENCES

List three professional references (other than those listed as current/former supervisor) that we may contact:

Name _____	Telephone No. (____) _____
E-mail Address _____	Type of Acquaintance _____
Name _____	Telephone No. (____) _____
E-mail Address _____	Type of Acquaintance _____
Name _____	Telephone No. (____) _____
E-mail Address _____	Type of Acquaintance _____

## EMPLOYMENT RECORD

List all employment experience for the past seven years, starting with the most recent or present employer, including US Military Service. Using a separate section for each position, describe in detail all work experience including periods of unemployment. **You may include as part of your employment history any verified work performed on a volunteer basis. Resumes may not be substituted in lieu of completing the following employment information.**

Current Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No    If not, why? _____ Primary responsibilities _____ _____	Phone (____) _____ From _____ <div style="text-align: center;">Month                  Year</div> To _____ <div style="text-align: center;">Month                  Year</div> Reason for Leaving _____ _____
Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone (____) _____ From _____ <div style="text-align: center;">Month                  Year</div> To _____ <div style="text-align: center;">Month                  Year</div> Reason for Leaving _____ _____
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Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone (____) _____ From _____ <div style="text-align: center;">Month                  Year</div> To _____ <div style="text-align: center;">Month                  Year</div> Reason for Leaving _____ _____

Have you worked for the Borough of Mechanicsburg before the timeframe reflected above?

Yes  No If yes, provide dates: From \_\_\_\_\_ To \_\_\_\_\_ Job title: \_\_\_\_\_

Have you applied for a position within the Borough of Mechanicsburg before?

Yes  No If yes, what position: \_\_\_\_\_ Year applied: \_\_\_\_\_

Have you signed or otherwise agreed to any non-solicitation, non-competition or other similar agreement with any prior employer?  Yes  No If yes, explain: \_\_\_\_\_

Please account for any gaps of employment. \_\_\_\_\_  
\_\_\_\_\_

### ADDITIONAL COMMENTS

Please comment on how your prior education and experiences qualify you for the type of employment you are seeking. Detail any past responsibilities and achievements. Note any special coursework, honors, activities, special projects or any other information that will assist us in considering your application for employment. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING**

I have disclosed all information that is relevant and should be considered applicable to my candidacy for employment.

\_\_\_\_\_ Initials

I understand, where permissible under applicable state and local law, I may be subject to a pre-employment drug test after receiving a conditional offer of employment, and must receive a negative result for illegal drug use before being permitted to commence work with the Borough of Mechanicsburg.

\_\_\_\_\_ Initials

I understand, where permissible under applicable state and local law, I may be subject to a pre-employment medical examination after receiving a conditional offer of employment, and must meet the qualifications for the position, with or without reasonable accommodation, before being permitted to commence work with the Borough of Mechanicsburg.

\_\_\_\_\_ Initials

I understand, where permissible under applicable state and local law, I may be subject to a pre-employment background check after receiving a conditional offer of employment to investigate my criminal background, driving record, credit history, and other matters related to my suitability for employment. I understand that a separate disclosure and consent form will be provided to me prior to any background check.

\_\_\_\_\_ Initials

I hereby certify that the information given by me is true in all respects. I authorize the Borough of Mechanicsburg and its representatives to contact my prior employers and all others (with the exception of my current employer, only if I have marked "May we contact?" on page 3 of this application as "No") for the purpose of verification of the information I have supplied and release same from any liability resulting from the information released. I authorize employers, schools and other persons named on this application to provide any information or transcripts requested.

\_\_\_\_\_ Initials

I understand employment with the Borough of Mechanicsburg is also contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States.

\_\_\_\_\_ Initials

I hereby certify that, if employed, my employment with the Borough of Mechanicsburg will not conflict with, or result in the violation of, breach of, or default under, any contract, agreement or understanding that I am a party to or am bound by, other than those I have disclosed in this application, if any.

\_\_\_\_\_ Initials

I hereby certify that, if employed, my employment with the Borough of Mechanicsburg will not violate any non-solicitation, non-competition or other similar covenant or agreement I have with any of my prior employers, other than those I have disclosed in this application, if any.

\_\_\_\_\_ Initials

I hereby certify that, if employed, I will report to my supervisor, a representative of HR or other member of management, if I am ever harassed by someone in the company or if I ever become aware of any unethical behavior by any employee.

\_\_\_\_\_ Initials

I expressly understand and agree that, if employed, my employment, having no specified term, is based upon mutual consent and may be terminated at will, with or without cause, by either party the Borough of Mechanicsburg or me without prior notice to the other, unless otherwise prohibited by law.

\_\_\_\_\_ Initials

I understand that no representation, whether oral or written, by any representative or agent of the Borough of Mechanicsburg, at any time, can constitute an implied or express contract of employment. I further understand no representative or agent of the Borough of Mechanicsburg has the authority to enter into an agreement for employment for any specified period of time or to make any change in any policy, procedure, benefit or other terms or condition of employment other than in a document signed by the Director of Human Resources or an authorized representative.

\_\_\_\_\_ Initials

I certify that all of the above information is true and complete, and I understand that any falsification or omission of information may disqualify me from further consideration for employment or, if hired, may result in termination regardless of the time elapsed before discovery.

Note: An offer of employment is conditioned upon complying with the Borough of Mechanicsburg's requirements including, but not limited to, signing a separate disclosure and consent form prior to any background investigation.

MY SIGNATURE IS EVIDENCE THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS.

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_