



Borough of Wharton Employment Application



Application Date: _____

Applicant Information:

Name (Last, First, Middle): _____

Address: _____

City/Town: _____

Phone (Work): () _____ (Home): () _____

Social Security Number: _____ - _____ - _____

Position applied for: _____

Have you ever applied to the Borough before: ___ Yes ___ No If yes, give date _____

Date you can start: _____ Salary desired: _____

Are you available to work: ___ Full time ___ Part time ___ Shift work ___ Temporary

Are you currently employed: ___ Yes ___ No May we contact you at work: ___ Yes ___ No

May we contact your current employer: ___ Yes ___ No

Are you currently on layoff status and subject to recall: ___ Yes ___ No

IF REQUIRED FOR THE POSITION OF EMPLOYMENT YOU ARE APPLYING FOR:

Do you possess a current driver's license: ___ Yes ___ No

Do you possess a current commercial driver's license: ___ Yes ___ No

Please list any endorsements: _____

If you are under eighteen years of age, can you provide proof of eligibility to work: ___ Yes ___ No

Are you legally eligible to work in the United States of America: ___ Yes ___ No
Pursuant to Federal Law, proof of US Citizenship or authorization to work will be required if you are hired.

Have you ever plead guilty or been found guilty of a crime: ___ Yes ___ No

Employment is conditional upon the results of the criminal background check. An answer of "Yes" may disqualify you from employment depending upon the circumstances involved. If "Yes", please explain below. Use additional space if necessary.

The Borough of Wharton is an Equal Opportunity Employer M/F

Employment History: This section must be completed even if you attach a resume. List your last four employers and/or significant assignment changes, such as promotions, within the same employer. Begin with the most recent. Include any military service. Explain any gaps in employment in the space on this form marked "Comments" located on the bottom of this page.

Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: ___ Yes ___ No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: ___ Yes ___ No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: ___ Yes ___ No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: ___ Yes ___ No			

Comments:

Education: Provide information on your formal schooling and education. Include elementary, secondary, and post-secondary education, if any. Include any formal vocational or professional education. For high school and post-secondary education, indicate any major or specialty, such as Academic, Business, or Trade.

School:	Years completed: (Circle)	Graduated: (Circle)	Major Field:
Elementary:	5 6 7 8	Yes No	N/A
High:	1 2 3 4	Yes No	
College:	1 2 3 4	Yes No	
Other:	1 2 3 4	Yes No	

Special Skills & Experience: State any special skills, experience, training, licenses, certifications or other factors that make you especially qualified for the position for which you are applying.

Comments & Additional Information: Is there any additional information about you we should consider?

References: Provide the names, addresses and phone numbers of three people whom we may contact as a reference. They should not be relatives or former supervisors.

Name & Address:	Phone Number:	Years Known:

Understandings and Agreements:

As an applicant for a position with the Borough of Wharton, I understand and agree that I must provide truthful and accurate information in this application. I understand that my application may be rejected if any information is not complete, true and accurate. If hired, I understand that I may be separated from employment if the Borough of Wharton later discovers that information on this form was incomplete, untrue, or inaccurate. I give the Borough of Wharton the right to investigate the information I have provided and to talk with former employers (except where I have indicated they may not be contacted). I give the Borough of Wharton the right to secure additional job-related information about me. I release the Borough of Wharton and its representatives from all liability for seeking such information. *I understand that if employed, I will be employed as an employee at-will, and that the Borough of Wharton may terminate me at any time in accordance with its established policies and procedures, with or without cause and with or without notice, except as may be provided by law or by applicable labor contract.* No representatives of the Borough of Wharton may make any assurances to the contrary.

Applicant's Signature _____ Date _____

Conditions of Employment:

Please be advised that all offers of employment are conditional on the applicant passing a mandatory criminal background check. Depending on the position you are applying for, the Borough's offer of employment to you may also be conditioned upon the results of a post-offer physical and/or psychological examination and upon drug and alcohol testing. *For your application to be considered, you must sign and date below.*

Applicant's Signature _____ Date _____