

WATERFORD BOROUGH

APPLICATION FOR EMPLOYMENT

Waterford Borough is an Equal Opportunity Employer. You are not required to give any information on this form that is prohibited by applicable laws.

ANY OFFER OF EMPLOYMENT MAY BE CONDITIONED UPON THE RESULTS OF POST-OFFER MEDICAL EXAMINATIONS AND/OR INQUIRIES WHICH ARE REQUIRED OF ALL ENTERING EMPLOYEES AND UPON PASSAGE OF A TEST DESIGNED TO MEASURE YOUR ABILITY TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION OFFERED.

Use additional sheets if this form does not provide sufficient space for you to complete your answer to any item.

I. PERSONAL DATA:

a. Full Name _____ Social Security No. _____
Address _____ Phone No. _____
City _____ State _____ Zip Code _____

b. Are you over 18 years of age? _____ If "NO", please list your date of birth. _____

c. Do you have a legal right to accept employment in the United States? _____ If "NO", please explain: _____

d. Have you ever been convicted of a felony or misdemeanor? _____ If "YES", please explain: _____

(A criminal conviction will not absolutely bar you from employment, but it will be considered in relation to specific job requirements).

e. Please list any other names by which you have been known (do not include maiden names).

f. Do you have a valid driver's license? _____ If "YES", please give state and license number: _____

II. POSITION DESIRED:

- a. First Choice: _____
Second Choice: _____
- b. Wages Expected: _____
- c. Waterford Borough depends on each employee to work the shift for which he/she is hired on a regular, full time basis. Will you be able to meet this attendance requirement for any position offered? _____
- d. Please list briefly any qualifications you have that relate to the position(s) for which you are applying. _____

- e. Have you ever worked for Waterford Borough before? _____ If "YES", please give dates and position you held. _____
- f. Are you employed now? _____ If "YES", please state where, how long you have worked there, your current position, and the name of your immediate supervisor: _____

- g. May we contact your current employer for a reference? _____
- h. Have you ever worked in a municipal position before? _____ If "YES", please state where and for how long: _____

III. <u>EDUCATION:</u>	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	DID YOU GRADUATE?
GRAMMAR SCHOOL			
HIGH SCHOOL			
COLLEGE/UNIVERSITY			
NIGHT SCHOOL			
TRADE, BUSINESS OR OTHER SCHOOL			

- a. Please list any special courses, training, seminars, workshops, etc. which you have completed that might relate to the position(s) for which you are applying: _____

- b. Please list any licenses, certificates or professional accreditations you hold that might relate to the position(s) for which you are applying: _____

IV. EMPLOYMENT HISTORY:

Give names and addresses of all previous employers (Including Civil Service). Please list most recent position first and then your other positions in descending order.

Employer's Name and Address	Immediate Supervisor's Name	Kind of Work	Date Started	Date Left	Reason for Leaving

a. Have you ever served in any branch of the military services?_____ If "YES", please list branch and dates of service_____ Rank at discharge_____ Type of discharge_____

V. PERSONAL REFERENCE: (Do not use relatives or former employers)

- a. Name_____ Phone_____ Address_____
- b. Name_____ Phone_____ Address_____
- c. Name_____ Phone_____ Address_____

VI. OTHER INFORMATION:

- a. Have you any "sideline" business interests?_____ Describe_____
- b. Why would you like to work for Waterford Borough?_____
- c. Please provide any other information not requested that you feel will be helpful to Waterford Borough in evaluation your suitability for employment:_____

I hereby certify that the foregoing statements are true and correct to the best of my knowledge and belief and hereby grant Waterford Borough permission to verify such answers and investigate work and personal references. I understand that any false statements on this application or to any interview may be considered sufficient cause for rejection of this application or for dismissal if such false information is discovered subsequent to my employment. I understand that no representation made by Waterford Borough or its supervisors, whether in writing or made orally, constitutes a contract of employment or implies any promise or limitation regarding specific policies or benefits, etc., or limits Waterford Borough's right to discharge me without notice or liability to me for salary or wage, except such as may have been earned up to the date of termination of service. I also understand that my salary, wages, benefits and other terms or conditions of employment are subject to change by Waterford Borough and, if hired. I will be notified of these changes. I also agree, if hired, that upon the termination of my employment with Waterford Borough, whether upon my decision or Waterford Borough's, that Waterford Borough may offset and deduct from my final paycheck any and all amounts I owe to them for any reason, including but not limited to salary advances, employee purchases, loans and losses or damages which Waterford Borough sustains as a result of my willful or negligent acts. I hereby agree to take physical and other examinations whenever required by Waterford Borough. I also understand that Waterford Borough is considering establishing a smoke free environment in many areas of the organization and may be banning the use of all smoking materials in these areas by employees while on the premises. I authorize the employers, schools or persons named above to give any information regarding my previous employment, character, general reputation and personal characteristics, together with any information that they have regarding me whether or not it is in their records. I understand that under the Federal Fair Credit Reporting Act, I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure by Waterford Borough of the nature and scope of any investigation requested by Waterford Borough of a consumer reporting agency. If this application for employment is denied either wholly or partly because of information contained in a consumer report from a consumer reporting agency, I understand that Waterford Borough shall so advise me and shall supply the name and address of the consumer reporting agency making the report. I hereby release said agency, employers, schools or persons from all liability for any damage issuing this information. In addition, if accepted for employment, I hereby agree to abide by the rules and regulations of Waterford Borough.

SIGNED: _____ DATED: _____