



# BOROUGH OF SINKING SPRING

## EMPLOYMENT APPLICATION

Name (First, Middle, Last)	TODAYS DATE:	
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Present Address (Street — City — State — Zip Code)	Home Phone ( )	E-mail Address
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Permanent Address – if different from above	Work/Cell Phone ( )	Work E-mail
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How did you learn about this job opening? (e.g.: Newspaper, Internet, etc.)

List name of any relatives who currently work for the Borough of Sinking Spring:

Have you ever been employed by the Borough of Sinking Spring before today? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give dates of employment:
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Type of employment sought:     Full-Time     Part-Time     Other

<b>WORK HISTORY</b>	<b>THIS SECTION MUST BE COMPLETED.</b> List all work experience within the past 10 years, including military service, any periods of unemployment, and list volunteer activities. Begin with your most recent position and work back. If you were self-employed or unemployed, list the name and address of a reference (not a relative) who can verify this information.
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1	From (Month-Year)	Company Name	Location	Phone Number ( )
	To (Month-Year)	Job Title/Position	Supervisor Name	Reason for leaving
	Description of duties:			Ending Annual Pay:
				Starting Annual Pay:
				Other Compensation:

2	From (Month-Year)	Company Name	Location	Phone Number ( )
	To (Month-Year)	Job Title/Position	Supervisor Name	Reason for leaving
	Description of duties:			Ending Annual Pay:
				Starting Annual Pay:
				Other Compensation:

**WORK HISTORY**

(Continued)

<b>3</b>	<b>From (Month-Year)</b>	<b>Company Name</b>	<b>Location</b>	<b>Phone Number</b>	
				( )	
	<b>To (Month-Year)</b>	<b>Job Title/Position</b>	<b>Supervisor Name</b>	<b>Reason for leaving</b>	
	<b>Description of duties:</b>			<b>Ending Annual Pay:</b>	
			<b>Starting Annual Pay:</b>		
			<b>Other Compensation:</b>		

**EDUCATION**

Please provide requested information in the space indicated below.

	<b>School Name and Address</b>	<b>Diploma, Degree and Major</b>	<b>Did you graduate?</b>	<b>GPA</b>
<b>High School</b>			<input type="checkbox"/> Yes	
			<input type="checkbox"/> No	
<b>College/University</b>			<input type="checkbox"/> Yes	
			<input type="checkbox"/> No	
<b>Graduate School</b>			<input type="checkbox"/> Yes	
			<input type="checkbox"/> No	
<b>Technical School Certificates Earned</b>			<input type="checkbox"/> Yes	
			<input type="checkbox"/> No	

**LANGUAGES**

Specify foreign language proficiency (if relevant to the position you are applying for).

Read: \_\_\_\_\_

Write: \_\_\_\_\_

Speak: \_\_\_\_\_

Fluent?  Yes  NoFluent?  Yes  NoFluent?  Yes  No**OTHER SKILLS***List any other skills you have that are relevant to the job for which you are applying.*

**REFERENCES**

*List three individuals as business references who have knowledge of your occupational skills and background. Include at least one current or former direct manager/supervisor.*

1	Name:				
	Address:				
	Occupation	Relationship	Phone number (    )	E-mail	Years known
2	Name:				
	Address:				
	Occupation	Relationship	Phone number (    )	E-mail	Years known
3	Name:				
	Address:				
	Occupation	Relationship	Phone number (    )	E-mail	Years known

**CONTINGENCIES:** Any offer of employment with the Borough of Sinking Spring will be contingent on satisfactory completion of a pre-employment drug test at company designated collection site at the Borough of Sinking Spring's expense.

Are you willing to submit to a pre-employment drug test?  Yes  No

**WORK AUTHORIZATION:** Do you have authorization to work in the U.S.?  Yes  No

**If yes, will you now or in the future require sponsorship for work authorization?**  Yes  No

If you are under 18 years of age, can you provide required proof of eligibility to work?  Yes  No

**CRIMINAL CONVICTIONS:** Have you been convicted of a crime within the past 5 years?  Yes  No

If yes, for each conviction, provide in the space below or, on the reverse side of this Application (or on a separate sheet of paper if you are not completing this Application electronically), the state and city/town, nature of the offense, date of conviction, court, and sentence imposed. Conviction of a crime will not necessarily disqualify you from employment.

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**OBLIGATION TO CURRENT/PRIOR EMPLOYERS:** Do you currently work under any agreement, such as a non-compete agreement, which would restrict your employment with Borough of Sinking Spring?  Yes  No

**If yes, please provide a copy of the agreement with this application.**

**NOTICE TO ALL BOROUGH OF SINKING SPRING APPLICANTS**

**CERTIFICATION, CONSENT, RELEASE**

*Please read the information below carefully before signing this Application for Employment.*

I certify that all information provided by me in this application for employment and all other representations made by me including those representations contained on any resume submitted in connection with my application for employment with the Borough of Sinking Spring, are true and accurate in all respects and that I have disclosed all requested information.

I understand that any false statements or information including the omission of information on this application for employment or on my resume or any other information submitted by me will constitute grounds for being removed from consideration for employment. If discovered after I begin my employment will constitute grounds for disciplinary action, up to and including termination of my employment.

I authorize the agents of the Borough of Sinking Spring to verify with other persons, including my current and prior employers, all information and statements contained in this application for employment and in any resume I have submitted in connection with my Application.

I also authorize the Borough of Sinking Spring to obtain a report on my credit (if applicable for the position I am applying for) and to conduct a criminal history background check. I release the Borough of Sinking Spring and their agents and all persons and organizations supplying such information from any liability incurred in connection with gathering or supplying such information and its accuracy.

I understand that employment with the Borough of Sinking Spring is contingent upon my satisfactorily completion of a pre-employment drug test and upon my providing proof of eligibility for employment in this country. Unless I become part of a bargaining unit in connection with my employment with the Borough of Sinking Spring, I further understand and agree that any employment with the Borough of Sinking Spring will be on an employment-at-will basis. As such, both the Borough of Sinking Spring and I will have the right to terminate my employment at any time and for any reason.

Should I become an employee of the Borough of Sinking Spring, I agree that, unless I first secure the written consent of the Borough of Sinking Spring, that I will not disclose, use or disseminate any confidential information to which I will have access to as an employee of the Borough of Sinking Spring at any time.

I have read and understand everything outlined in this application for employment, as attested by my signature below.

\_\_\_\_\_  
**APPLICANT'S SIGNATURE**

\_\_\_\_\_  
**TODAY'S DATE**

\_\_\_\_\_  
**PRINT NAME**