BOROUGH OF PERKASIE

620 W. Chestnut Street
PO Box 96
Perkasie, Pa. 18944-0096

Phone (215) 257-5065
Fax (215) 257-6875

APPLICATION FOR EMPLOYMENT

Federal, state and local laws and regulations prohibit discrimination on the basis of race, color, religion, national origin, ancestry, sex, disability, and age. Depending upon employment location, other employment prohibitions and restrictions may apply. The information on this application is not solicited for, nor will it be used for, the purpose of unlawful discrimination. Perkasie Borough is an equal opportunity/affirmative action employer.

PLEASE PRINT

Name: _____
Last First Middle

JOB DATA

List the job(s) for which you are applying:

First Choice: _____ Expected Salary: _____

Second Choice: _____ Expected Salary: _____

Are you available to work (circle your choice):

Full Time Part Time Full Time & Part Time

If applying for Part-time employment, state the days and hours you would be available to work: _____
_____

When would you be available to begin work? _____
Date

Have you previously applied to work at Perkasie Borough (circle your choice)?

Yes No

If yes, list the date(s) of your previous application(s): _____

PERSONAL DATA

Social Security Number: _____

Address: _____
Street Apt. No. / P.O. Box

_____
City State Zip

Phone Number (Home): _____ (Cell): _____

EMAIL: _____@_____ . _____

Are you at least 18 years of age (circle your choice)?

Yes No

Are you a United States citizen, a national of the United States, an alien lawfully admitted for permanent residence, or an alien authorized to be hired for the job(s) for which you are applying (circle your choice)?

Yes No

Are you able to perform, with or without accommodations, the essential functions of the job for which you are applying (circle your choice)?

Yes No

If no, identify the essential function(s) of the job which you are unable to perform with or without accommodation: _____
_____

Have you ever been convicted of or pled guilty to a summary offense, misdemeanor or felony (circle your choice)?

Yes No

If yes, describe in full: _____
_____

(A criminal conviction will not necessarily disqualify you from employment. But failure to disclose conviction, with accurate details, will.)

EXPERIENCE AND EDUCATIONAL BACKGROUND

State the training, experience, education, or any other facts which particularly qualify you for the job(s) sought, including capabilities and licenses on job-related equipment such as a motor vehicle or computer:

_____
_____
_____

Employment Record

Describe your employment history, starting with your present or most recent employer:

Dates From/To	Name, Address & Phone Number of Employer	Position	Rate @ Start/End	Reason For Leaving	Supervisor

(If necessary, use the additional space on the back of this sheet.)

List employers which we may not contact and explain why: _____

Education Record

Type of School	Name & Address	How Many Years Attended	Graduated?	Course or Major
High School				
College				
Post Graduate				
Business or Trade				

Job-Related Special Courses, Honors, Activities, etc: _____

_____

Service Record

Have you ever served in the armed forces (circle your choice)? Yes No

If yes, what branch? _____

Rank at and type of discharge? _____

State your duties in the armed forces (include special training and duty station) and how they would or might contribute to your performance of the job(s) sought:

_____

If the job(s) for which you are applying require(s) a bond, state whether you have ever been bonded (circle your choice): Yes No

If you have been bonded, list the jobs for which you were bonded: _____

If you have ever been refused a bond, please describe in full: _____

REFERENCES

List any relative(s) who work for Perkasie Borough: _____

List individuals (other than former employers and relatives) who have known you at least two (2) years and whom we may contact:

Name and Occupation	Address	Phone Number
1.		
2.		
3.		

PLEASE READ CAREFULLY BEFORE SIGNING

My signature below indicates that I have read, I understand and I agree to the following:

1. The information provided by me in this employment application is true and complete. If I am hired, the discovery of false information provided or relevant information omitted -- no matter when discovered -- will result in the termination of my employment.

2. I authorize and encourage Perkasie Borough to make whatever inquiries it considers necessary of any person or organization which is not a consumer reporting agency to verify any information provided in this application to determine my job-related qualifications and abilities. In exchange for Perkasie Borough's agreement to receive, process, and consider my application for employment, I release Perkasie Borough and all persons, schools, and organizations contacted by Perkasie Borough from liability for any damages arising out of Perkasie Borough's verification of the information provided in this application and/or its determination of my job-related qualifications and abilities.

3. Additionally, as a part of Perkasie Borough's procedure for processing employment applications, there may be a job-related investigation and/or a report made by a consumer reporting agency. Information may be obtained through interviews with third parties, such as family members, business associates, financial sources, friends, neighbors, or others who know me. This inquiry may include information concerning my character, work habits -- including reasons for past terminations from employment -- general reputation, personal characteristics, and mode of living, to the extent they bear on my ability to perform the essential functions of the job(s) sought by me. I authorize and encourage Perkasie Borough to conduct such an investigation and/or have such a report made and to make whatever inquiries it considers necessary in connection with my application for employment or in the course of review of my employment. I authorize and encourage all persons, schools, or organizations, including, without limitation, companies, corporations, credit bureaus, departments of motor vehicles, and law enforcement agencies, to supply job-related information concerning my background to Perkasie Borough and its agents. I release Perkasie Borough, its employees and agents, and all persons who provide information concerning me to Perkasie Borough; its employees or agents, from liability for any damages arising out of supplying, receiving, or acting upon such information.

4. My application will apply only to currently available openings, and I must file other applications in the future to the extent that I seek employment in the future from Perkasie Borough.

5. Except as otherwise provided by a signed agreement covering my employment, if hired, my employment at Perkasie Borough would be "at will" and would continue only as long as I or Perkasie Borough wish it to continue. Either I or Perkasie Borough may terminate my employment at any time for any or no reason except as provided by law or signed agreement. To be effective, any modification of this "at will" arrangement must be in writing and signed by me and an authorized representative of Perkasie Borough.

_____ _____

Date Applicant's signature

_____(SEAL)