

BOROUGH OF ALBURTIS

APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap/disability or other legally protected classification.

Date _____

Last Name	First	Middle
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Street Address	City	State	Zip	Home Phone
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Position Desired	Pay Expected
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Have you ever applied for employment with us? Yes _____ No _____ If yes, month and year _____

Apart from absence for religious observance, are you available for full-time work? Yes _____ No _____
If no, what hours can you work? _____

Will you work overtime if asked? Yes _____ No _____

Are you legally eligible for employment in the United States? Yes _____ No _____

When will you be available to begin work? _____

Other special training or skills (machine operation, licenses, certifications, etc.) _____

How did you learn of our organization? _____

Name and Location of School	Course of Study	# of Years Completed	Did You Graduate?	Degree or Diploma
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College				
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High School				
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Elementary School				
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Other				
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Membership in Professional or Civic Organizations (exclude those which may disclose your race, color, religion or national origin) _____

Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer. We may contact the employers listed below unless you indicate that you do not want us to contact. If you do not want an employer(s) to be contacted, please list the employer(s) and reason(s) for not contacting the employer(s). Attach additional pages if necessary. _____

Company Name	Address	Telephone Number
State Job Title and Describe Your Work		
Name of Supervisor	Starting Weekly Pay	Ending Weekly Pay
Employed From	To (State Month & Year)	Reason for Leaving

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Military - Complete this section if you served in the U.S. Armed Forces

Branch of Service _____

Describe Your Duties and Any Special Training _____

Period of Active Duty (State Month and Year) From _____ To _____

Rank at Discharge _____

Date of Final Discharge _____

Have you ever been convicted of a felony or misdemeanor? (Exclude convictions that have been sealed or expunged.) Yes ____ No ____

If yes, briefly describe on a separate page the nature of the crime(s), the date and place of conviction, and the legal disposition of the case. The Borough of Alburdis will not deny employment to any applicant solely because the person has been convicted of a crime. The Borough may, however, consider the nature, date, and circumstances of the offense as well as whether the offense is relevant to the duties of the position applied for.

Are you currently out on bail, the subject of a current warrant for arrest, or released on your own recognizance pending trial? Yes ____ No ____

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

If you decide to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize you to do so. If a report is obtained you must provide, at my request, the name and address of the agency so I may obtain from them the nature and substance of the information contained in the report.

The information provided in this Application for Employment is true, correct, and complete. I make this statement subject to the penalties of 18 Pa. Cons. Stat. § 4904 (relating to unsworn falsification to authorities). In addition, if I am employed, any misstatement or omission of fact on this application may result in my dismissal.

Date

Signature

Applicant's general waiver and authorization for release of information agreement

Applicant's full name: _____

To whom it may concern: I am an applicant for employment with the Borough of Alburtis. The Borough of Alburtis needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I have applied. It is in the public's interest that all relevant information concerning my personal and employment history, moral character, professional reputation and fitness for employment with the Borough of Alburtis be disclosed to the Borough of Alburtis. I agree to give any further information, which may be required in reference to my past record. I understand that I will not receive and am not entitled to a copy of the investigation or to know its contents and I further understand that the contents are privileged.

I authorize and request every person, firm, company, governmental agency, court, association or institution having control of any documents, records and other information pertaining to me, to furnish the Borough of Alburtis any such information, including documents, records, complaints filed against me, formal or informal, pending or closed, or any other pertinent data, and to permit the Borough of Alburtis or any of its agents or representatives to inspect and make copies of such documents, records and other information.

I hereby authorize any representative of the Borough of Alburtis bearing this release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon the request of the bearer. I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any authorized agent of the Borough of Alburtis, whether said records are of public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to give full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the Borough of Alburtis consider in determining my suitability for employment with the Borough of Alburtis. It is my specific intent to provide access to personnel information, however personal and confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, my selective service records, my educational records, my financial status including an employment credit report, an investigative consumer report for employment purposes, my criminal history record, including any arrest records, juvenile records and any information contained in investigative, incident, and/or complaint files, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential, and/or sealed.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records, your organization, its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release such information upon request of the duly accredited representative of the Borough of Alburtis regardless of any agreement I have made with you previously to the contrary.

For and in consideration of the Borough of Alburtis accepting and processing my application for employment, I agree to hold your organization, its agents and employees, the Borough of Alburtis, its agents

and employees, harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the Borough of Alburtis. I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access to and disclosure of records, and I hereby waive those rights and consent to access by and disclosures to the Borough of Alburtis, with the understanding that the Borough of Alburtis will use the information furnished in conjunction with my application for employment and any subsequent employment.

A photocopy or FAX copy of this release form will be valid as the original thereof; although said photocopy or FAX copy does not contain an original of my signature.

This waiver is valid for three (3) years from the date of my signature.

I agree to indemnify and hold harmless the person or organization to whom this request is presented to and their agents and employees from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out or by reason of complying with this request.

Signed _____ Name Printed _____

Commonwealth of Pennsylvania
County of _____,

Sworn, or affirmed, and subscribed to before me this _____ day of _____, 20__ A.D.

Notary: _____ My commission Expires: _____

(SEAL)

NOTICE TO APPLICANT FOR EMPLOYMENT WITH THE
BOROUGH OF ALBURTIS

I understand that I must give the Borough of Alburtis written authorization to obtain and use a consumer report for employment purposes, and that the Borough of Alburtis may use such a report in connection with the employment application and during the course of my employment.

I hereby authorize the Borough of Alburtis to obtain and so use a consumer report for employment purposes.

Signature of Applicant

Date