

APPLICATION FOR EMPLOYMENT

New Bethlehem Borough Council is an equal opportunity employer. Employment decisions, including all hiring decisions, are made without regard to race, color, religion/creed, sex, national origin, ancestry, age, pregnancy, non-job-related disability, veteran status, possession of a General Education Development Certificate as compared to a high school diploma, or any other trait protected by applicable federal, state, or local laws. We strive to hire the hardest working and most qualified individuals.

Please complete the entire application truthfully. Any falsifications or omissions may be grounds for immediate dismissal. If a given question is not applicable to you, you should answer N/A. An incomplete application will not be accepted. **Please print.**

Last Name	First Name	Middle Initial
Address Number	Street	City State Zip Code
Telephone Number(s)		E-Mail Address
Position(s) Applied For		Date You Can Start

Are you legally eligible for employment in the United States? _____Yes _____No

Are you at least 18 years of age? _____Yes _____No

If you are **not** at least 18 years of age, how old are you? _____

Have you ever filed an application with us before? _____Yes _____No

If yes, give date _____

Have you ever been employed with us before? _____Yes _____No

If yes, give date _____

Are you currently employed? _____Yes _____No

If no, how long have you been unemployed? _____

Are you available to work part time (less than 30 hours per week)? _____Yes _____No

Are you available to work full time? _____Yes _____No

Are you able to perform all of the essential functions of the job that you have applied for with or without a reasonable accommodation? _____Yes _____No

If you answered yes above, please list all crimes of which you have been convicted or pled guilty to and include the date of the offense. Please note that you will not automatically be excluded from consideration based upon a criminal record. Your suitability for the position sought will be evaluated based upon the circumstances in order to determine whether the criminal record renders you unsuitable for the job. Use the back of the sheet if necessary.

Have you ever been convicted of, or pled guilty to, any felony or misdemeanor crime? _____ Yes _____ No

Have you been discharged or fired from any job that you have held within the past 10 years? _____ Yes _____ No

If you answered yes above, please describe the circumstances involved. You may use the back of the sheet if necessary.

Please list the skills and/or qualifications which you feel would especially qualify you for the position for which you have applied.

CURRENT EMPLOYMENT

May we contact your present employer? _____ Yes _____ No Current rate of pay _____

Employer's name _____ Immediate supervisor _____

Employer's address _____

City _____ State _____ Phone _____

Description of current position and job duties _____

Has your employer taken any disciplinary action against you within the last two years? Yes No

If yes, explain the discipline and the reasons in detail. _____

EDUCATION

High school _____ Number of years completed _____

University/college/trade school _____ Number of years completed _____

Major/Degree _____ Other education _____

FORMER EMPLOYERS (List below your last four employers; do not skip any employers.)

Date Month & Year	Name & Address	Name of Supervisor/ Salary or Wage	Description of Job	Reason for Leaving
From				
To		\$		
From				
To		\$		
From				
To		\$		
From				
To		\$		

REFERENCES (List three persons not related to you, whom you have known at least one year.)

Name	Address	Business	Years Acquainted

**APPLICANT'S AUTHORIZATION AND CERTIFICATION
PLEASE READ CAREFULLY**

I understand that providing false information on an application for employment is grounds for the Borough of New Bethlehem to refuse to hire me, or to terminate my employment in the event that the misrepresentation is discovered after I have been hired.

In submitting this application for employment, I authorize New Bethlehem Borough to investigate all statements contained in it, and I understand that my current and/or former employers may be contacted to provide information concerning my suitability for employment, background checks may be done and that the references whom I have listed above will be contacted concerning my suitability for employment. I expressly authorize the Borough of New Bethlehem to conduct such inquiries and I release the Borough and any responding parties from any and all liability associated with such inquiries.

I understand that in the event that I am hired, I will be hired as an at-will employee subject to the personnel policy in effect at that time, as otherwise stated and as amended, and my employment may be terminated at any time, without or without cause, at the option of either the Borough of New Bethlehem or myself. I understand that no representative of the Borough of New Bethlehem except by act of Borough Council has any authority to enter into any legally binding employment agreement.

I certify that I have read this entire employment application, including all information that I have provided on the application, and the entire statement set forth immediately above. I further certify that all of the information that I have provided on this employment application is true and correct.

SIGNATURE _____ DATE _____