

Borough of Prospect Park

720 Maryland Ave. Prospect Park, PA 19076

Date: _____

Applicant Information

Name: (last, First, Middle): _____

Address: _____

City, Town, zip: _____

Phone: (Cell) _____ (Home) _____

Date of Birth: _____ Social Security #: _____

Position (s) applying for: _____

Have you ever applied/worked for the Borough before? ___yes ___no if yes, give date _____

Date you can start: _____ Salary desired: _____

Are you available to work: ___full time ___part time ___Shift Work ___Temporary

Are you currently employed? ___ Yes ___ No May we contact you at work? ___ Yes ___ No

May we contact your current employer? ___ Yes ___ No

Are you currently on layoff status and subject to recall: ___ Yes ___ No

Do you possess a current Driver's License: ___ Yes ___ No DL # _____

Do you possess a current commercial driver's license: ___ Yes ___ No

Please list any endorsements: _____

Are you 18 years of age, and if so can you provide proof of eligibility to work: ___ Yes ___ No

Are you legally eligible to work in the United State of America: ___ Yes ___ No

(Pursuant to Federal Law, proof of US Citizenship or immigration status will be required if you are hired.)

Have you ever pleaded guilty or been found guilty of a crime or disorderly persons offense:

___ Yes ___ No

Employment is conditional upon the results of the criminal backgrounds check. An answer of "yes" may disqualify you from employment depending upon the circumstances involved. If "yes" please explain below. _____

COMMENTS:

The Borough of Prospect Park is an equal Opportunity Employer M/F

Employment History: This section must be completed even if you attach a resume. List your last three (3) employers, major assignments within the same employer. Begin with the most recent. Include any military service. Explain any gaps in employment in the space on this form marked comments located on the bottom of this page.

Previous Employment			
Employer		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Employer		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Employer		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Military Service	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

COMMENTS:

Education: Provide information on your formal schooling and education. Include elementary, secondary, and post-secondary education, if any. Include any formal vocational or professional education. For high school and post-secondary education, indicate any major or specialty, such as Academic, Business or Trade.

School:	Years Completed: Circle	Graduated (circle)	Major Field:
High:	1 2 3 4	Yes No	
College:	1 2 3 4	Yes No	
Other:	1 2 3 4	Yes No	

Languages: List any foreign Languages you know and indicate your level of proficiency.

Language:	Speak Some:	Speak Fluently:	Read:	Write:

Special Skills & Experience: State any special skills, experience, training, licenses, certifications or other factors that make you especially qualified for the position for which you are applying.

Comments & Additional Information: Is there any additional information about you we should consider?

As an applicant for a position with the Borough of Prospect Park, I understand and agree that I must provide truthful and accurate information in this application. I understand that my application may be rejected if any information is not complete, true and accurate. If hired, I understand that I may be separated from employment if the Borough later discovers that the information on this form was incomplete, untrue or inaccurate. I give the Borough of Prospect Park the right to investigate the information I have provided, take with former employers (except where I have indicated they may not be contacted). I give the Borough of Prospect Park the right to secure additional job-related information about me. I release the Borough of Prospect Park and its representative from al liability for seeking such information. I understand that the Borough of Prospect Park is an equal-opportunity employer and does not discriminate in its hiring process. I understand that the Borough of Prospect Park will make reasonable accommodations as required by the Americans with the Disabilities Act. I understand that if employed, I may resign at any time and that the Borough of Prospect Park may terminate me at any time in accordance with its established policies and procedures. No representative of the Borough of Prospect Park may make any assurances to the contrary. I understand that any offer of employment may be subjected to job-related medical, physical, drug, or psychological tests. I also understand that some positions may involve complete background and criminal checks.

For your application to be complete you must sign and date below.

Applicant’s Signature _____ Date _____