

# COLUMBIA BOROUGH

## APPLICATION FOR EMPLOYMENT

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital, or the presence of a non-job-related medical condition or handicap.

(PLEASE PRINT)

Date of Application \_\_\_\_\_

Position(s) Applied For \_\_\_\_\_

Referral Source:  Advertisement  Friend  Relative  Walk-In  
 Employment Agency  Other

Name \_\_\_\_\_  
LAST FIRST MIDDLE

Address \_\_\_\_\_  
NUMBER STREET CITY STATE ZIP CODE

Telephone \_\_\_\_\_ Social Security Number \_\_\_\_\_

Email Address (please print clearly) \_\_\_\_\_

If employed and you are under 18 can you furnish a work permit?  Yes  No

Have you filed an application here before?  Yes  No If Yes, give date \_\_\_\_\_

Have you ever been employed here before?  Yes  No If Yes, give date \_\_\_\_\_

Are you employed now?  Yes  No May we contact your present employer?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Yes  No (Proof of citizenship or immigration status may be required upon employment)

On what date would you be available for work? \_\_\_\_\_

Are you available to work  Full-Time  Part-Time  Shift Work  Temporary

Are you on a lay-off and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

Have you been convicted of a felony or misdemeanor within the last 7 years?  Yes  No  
(Conviction will not necessarily disqualify applicant from employment)

If Yes, please explain \_\_\_\_\_

Veteran of the U.S. Military Service?  Yes  No If Yes, Branch \_\_\_\_\_

Indicate languages you speak, read, and/or write.

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held.

(You may exclude those which indicate race, color, religion, sex or national origin): \_\_\_\_\_

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Give name, address and telephone number of three references who are not related to you and are not previous employers.

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# EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities.  
Exclude organization names which indicate race, color, religion, sex or national origin.

<b>Employer</b>	<b>Telephone</b> ( ) -	<b>Dates Employed</b>		<b>Work Performed</b>
<b>Address</b>		<b>From</b>	<b>To</b>	
<b>Job Title</b>				
<b>Supervisor</b>		<b>Hourly Rate/Salary</b>		
<b>Reason for Leaving</b>		<b>Starting</b>	<b>Final</b>	

<b>Employer</b>	<b>Telephone</b> ( ) -	<b>Dates Employed</b>		<b>Work Performed</b>
<b>Address</b>		<b>From</b>	<b>To</b>	
<b>Job Title</b>				
<b>Supervisor</b>		<b>Hourly Rate/Salary</b>		
<b>Reason for Leaving</b>		<b>Starting</b>	<b>Final</b>	

<b>Employer</b>	<b>Telephone</b> ( ) -	<b>Dates Employed</b>		<b>Work Performed</b>
<b>Address</b>		<b>From</b>	<b>To</b>	
<b>Job Title</b>				
<b>Supervisor</b>		<b>Hourly Rate/Salary</b>		
<b>Reason for Leaving</b>		<b>Starting</b>	<b>Final</b>	

<b>Employer</b>	<b>Telephone</b> ( ) -	<b>Dates Employed</b>		<b>Work Performed</b>
<b>Address</b>		<b>From</b>	<b>To</b>	
<b>Job Title</b>				
<b>Supervisor</b>		<b>Hourly Rate/Salary</b>		
<b>Reason for Leaving</b>		<b>Starting</b>	<b>Final</b>	

If you need additional space, please continue on a separate sheet of paper.

## **Special Skills and Qualifications:**

Summarize special skills and qualifications acquired from employment or other experience

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# Education

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	Elementary	High	College/University	Graduate/ Professional
School Name				
Years Completed (circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course Of Study:				
Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities				

Honors Received: \_\_\_\_\_

State any additional information you feel may be helpful to us in considering your application: \_\_\_\_\_

\_\_\_\_\_

## Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I hereby give the Borough the right to make a thorough investigation into my previous employment, education, references, criminal and credit history, and I release from all liability all person and entities supplying such information. I release, indemnify and hold harmless the Borough and its officers, employees and agents from and against all liability which may result from making such an investigation.

I understand that any false or misleading or incomplete answer, statement or representation made by me in this application may constitute sufficient cause for the withdrawal of any offer of employment or for termination from employment. I also understand that nothing contained in this application or in the granting of an interview is intended to create an employment contract between the Borough and myself.

I understand that if accepted for employment, I must comply with all the rules, regulations, and policies of the Borough. I understand that the Borough's policy manual does not constitute a contract of employment.

\_\_\_\_\_  
Signature of Applicant \_\_\_\_\_  
Date

<b>For Personnel Department Use Only</b>	
Arrange Interview <input type="checkbox"/> Yes <input type="checkbox"/> No	
Remarks _____ _____	
Employed <input type="checkbox"/> Yes <input type="checkbox"/> No                      Date if Employment _____	
Job Title _____ Hourly Rate/Salary _____ Department _____	
By _____                      Date _____	
Name and Title	Date

## CONSUMER REPORT DISCLOSURE & AUTHORIZATION

Through my signature below, I acknowledge Columbia Borough, through its designated agent, The Columbia Borough Police Department, intends to generate a consumer report regarding my background information. I understand that information generated as part of this background review will be used for employment purposes. I understand that this investigation may include, but is not limited to, verification of my social security number, current and previous residences, employment history, education, credit history and reports, credit score, criminal history information, birth records, motor vehicle driving records and any other public records relative to my character, general reputation or personal characteristics.

With this knowledge, I authorize Columbia Borough to generate and use this consumer report in considering my application of employment.

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Applicant's Signature

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Applicant's Name

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Date