

Borough of Troy
49 Elmira Street
Troy, PA 16947
(570) 297-2966

General Employment Application

The Borough of Troy is an EOE, maintains a drug-free workplace, and complies with Affirmative action and ADA guidelines. In order to receive consideration for employment with the Borough the appropriate application must be completed in full, signed, dated and received in the Borough office prior to any deadline date/time. Please type or print in a legible manner. Answer all questions/ sections, indicating 'none' where applicable. **Incomplete applications will not be processed;** information on resumes will not be accepted in place of a full & complete response to each area on this application, submit copies of pages as needed. Inaccurate information will result in disqualification or rejection of the application or if employed, may result in termination of employment. Applications are accepted by hand or mail only, please mail or deliver to address above. Altered applications will not be accepted. Applications remain on active status for six (6) months from date of application.

Personal Information

First Name		Middle Initial	Last Name	
Street Address		City	State	Zip Code
Phone Number (best contact)		Phone Number (secondary)		E-mail address
Social Security Number	Driver's License Number		DL State issued	CDL <input type="checkbox"/> Yes <input type="checkbox"/> No
				CDL Level

Hiring Information

Position(s) applied for:		Have you read the full job description(s) for the position(s) you are applying to? <input type="checkbox"/> Yes <input type="checkbox"/> No
Can you perform the essential functions of the position for which you are applying with reasonable accommodations? <input type="checkbox"/> Yes <input type="checkbox"/> No List any accommodations needed:		
Have you been previously employed by the Borough of Troy? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide position title and dates employed:		
Do you have any relatives employed by the Borough of Troy? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide name(s) & relationship:		
Are there any hours or days you are unable to work? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list them:		
What type of employment are you seeking? <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Any		Are you able to travel, if required? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No Verification will be required prior to employment		Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, list your date of birth: _____

Why are you interested in working for the Borough of Troy: _____

Training and Education

Depending on position sought, you may be required to provide a copy of your high school and/or college transcript/degree and/or professional registration. If the position requires specific certification; submit a copy along with completed application.

High School Name	Borough	State	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> GED If none of the above, list highest grade completed: _____	
Colleges attended	Location (Borough/State)		Major	Type of Degree Obtained or None
_____	_____		_____	_____
_____	_____		_____	_____
_____	_____		_____	_____

Job related licenses or certificates	Date issued	Expiration date	Licensing or certification agency
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Military Information

Have you ever served in the military? <input type="checkbox"/> Yes <input type="checkbox"/> No if no skip to next section		
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Personal Information

**The following questions reference all crimes including DUI, DWI, BUI, BWI
Inaccurate information here will result in disqualification**

- Yes No Have you ever been convicted of a crime?
- Yes No Have you ever pled guilty to a crime?
- Yes No Have you ever pled no contest of *nolo contendere* to a crime
- Yes No Have you ever been charged with a crime and placed on court ordered probation?
- Yes No Have you ever had adjudication withheld relating to a crime?
- Yes No Have you ever entered a pre-trial intervention/diversion program?
- Yes No Do you have any criminal charges now pending?

The following are automatic disqualifiers for any position requiring a driver license:

- DUI/DWI or similar alcohol/drug related offenses within the past 60 months
- Reckless and/or careless driving in the past 36 months
- Fleeing or eluding a law enforcement officer in the past 36 months
- Chemical test refusal in the past 36 months
- Leaving the scene of an accident in the past 36 months
- Driver license suspension in the past 36 months
- Driving after suspension, revocation or cancellation of license in the past 36 months
- Passing a stopped school bus in the past 36 months
- Making a false accident report in the past 36 months
- 2 (two) or more major traffic violations in the past 36 months
- 3 (three) or more minor traffic violations in the past 36 months
- 2 (two) at fault collisions in the past 36 months
- More than 1 (one) at fault collision in the past 12 months
- More than 1 (one) at fault collision and 1 (one) moving violation in the past 12 months

Employment History

Start with present of most recent employer, include all full-time, part-time, cash/under the table, and/or volunteer employment. Give complete name and address of all employers, including military employment, if the company is no longer in business state this. Dates must include full month and year. A resume may be attached as a supplement; however you must complete all information requested on this application form in order to be considered. **Include a minimum of 5 years of employment.**

Employer Name		Phone			
Address		Borough		State	Zip
Position held:	Employed From:	Employed to:	Supervisor Name:	Rate of Pay:	
Describe main duties					
Reason for leaving:					

Employer Name			Phone		
Address		Borough		State	Zip
Position held:	Employed From:	Employed to:	Supervisor Name:	Rate of Pay:	
Describe main duties					
Reason for leaving:					
Employer Name			Phone		
Address		Borough		State	Zip
Position held:	Employed From:	Employed to:	Supervisor Name:	Rate of Pay:	
Describe main duties					
Reason for leaving:					
Explain all gaps in employment history 30 days or longer, supply dates (month/year) and explanation.					
Unemployed from ___/___ to ___/___ Explanation: _____					
Unemployed from ___/___ to ___/___ Explanation: _____					
Unemployed from ___/___ to ___/___ Explanation: _____					
Unemployed from ___/___ to ___/___ Explanation: _____					

Employer Name			Phone		
Address		Borough		State	Zip
Position held:	Employed From:	Employed to:	Supervisor Name:	Rate of Pay:	
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Position held:	Employed From:	Employed to:	Supervisor Name:		Rate of Pay:
Describe main duties					
Reason for leaving:					
Explain all gaps in employment history 30 days or longer, supply dates (month/year) and explanation.					
Unemployed from ___/___ to ___/___ Explanation: _____					
Unemployed from ___/___ to ___/___ Explanation: _____					
Unemployed from ___/___ to ___/___ Explanation: _____					
Unemployed from ___/___ to ___/___ Explanation: _____					

Processing Information

Have you ever gone to school or worked under a different name? Yes No
If yes, please list all names you have worked under or gone to school under :

May we contact all of your listed employers? Yes No Please list employers below that you **do not** want us to **contact**.

Do not contact the below listed employers:

Employer Name	Reason
Employer Name	Reason
Employer Name	Reason
Employer Name	Reason
Employer Name	Reason

Please note incomplete applications will not be processed. Information on resumes will not be accepted in place of a full and complete application. Applications are accepted by hand or mail only.

I HEREBY STATE that all of the facts and information listed on this employment application are true and complete. I also understand that any false, incomplete, willful or misleading information given on this application is sufficient cause for rejection of this application. I also understand and agree that any such false, incomplete or misleading information discovered on this application at any time, if I am to become employed, may result in my dismissal. I release the Borough of Troy and any current or past employers and other individuals contacted from any liability for release of information regarding my employment, background check and or education.

Signature

Date

Record Check Authorization

Name : _____

Please print full name

I HEREBY STATE that all of the facts and information listed on this employment application are true and complete. I understand that any false, incomplete or misleading information given by me on this application is sufficient cause for rejection of this application. I also understand and agree that any such false, incomplete, or misleading information discovered on this application at any time after I am employed may result in my dismissal.

I HEREBY AUTHORIZE the Borough to investigate all statements contained in this application, to interview the references and previous employers listed in this application, and to obtain a report from a consumer reporting agency to be used for employment purposes in accordance with Fair Credit Reporting Act, to conduct a record check on my background to include but not be limited to the following: criminal and driving check, employment and performance record and education records. I authorize the references, previous employers, any school or other educational institution, credit bureau, lending institution, consumer reporting agency or public agency listed to give the Borough all facts, opinions and evaluations concerning my previous employment and any other information they may have, personal or otherwise, and I HEREBY RELEASE all such parties from any liability which may allegedly arise from furnishing such information to the Borough, including, but not limited to, any liability for defamation or invasion of privacy.

If I am offered employment, I understand that such an offer will be conditioned upon satisfactory results of a background investigation and/or Borough medical examination or inquiry, including a drug screen test. If I am employed, I understand that I will be required to serve a probationary period. I further understand that my employment and compensation can be terminated, with or without cause or notice, at any time, regardless of the successful completion of my probationary period, at the option of either the Borough or myself. I understand that no representative of the Borough other than the Borough Manager has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. I further authorize on going procurement of the above mentioned reports at any time during my employment (contact).

The Borough of Troy collects your Social Security number for the following purposes: Classification of accounts; identification and verification; credit worthiness; billing and payments; data collection, reconciliation, tracking, benefit processing, tax reporting and background checks for employment purposes. Social Security numbers are also used as a unique numeric identifier and may be used for search purposes.

I FULLY UNDERSTAND AND VOLUNTARILY AGREE WITH THE ABOVE INFORMATION.

Signature

Date

Social Site Information

Do you currently have a profile/account with any social website? Yes No If yes, please provide the requested information

Twitter _____ (email address)

Facebook _____ (email address)

MySpace _____ (email address)

LinkedIn _____ (email address)

Other _____ (site name) _____ (email address)

Referral Source

Please let us know how you found out about this opening!

Newspaper

Walk In

Borough of Troy employee, employee name: _____