



Tarentum Borough

318 Second Avenue
Tarentum, PA 15084
724.224.1818

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Driver's License #: _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Are you over 18 years of age? YES NO

Have you ever been convicted of a felony or misdemeanor? YES NO

If yes, explain: _____

Does Tarentum Borough employ any relative or cohabitant of yours? YES NO If yes, give name/relationship: _____

Education

High School: _____ Address: _____
Did you graduate? YES NO

College: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____

Technical skills or other training: _____

Certificates or other trades you possess: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ 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 NO

Company: _____ 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 NO

Military Service (If Applicable)

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

You are required to sign and date your application. Falsification or omission of information will result in rejection of the application or dismissal if you are employed by Tarentum Borough. Your signature also authorizes Tarentum Borough to request employment and educational information/verification from your existing and previous employers and educational institutions. For all non-union employment, it is on an "at-will" basis, which means that you may resign your position at any time and Tarentum Borough can terminate your employment at any time, with or without cause.

Signature: _____ Date: _____

TARENTUM BOROUGH IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, AGE, GENDER, NATIONAL ORIGIN OR DISABILITY.

Background Information Release Authorization

I hereby authorize the release to Tarentum Borough, or its authorized representative, any and all personnel information about me, which is maintained by your institution/agency/company. This release pertains to records maintained in your files with regard to: employment history; credit history; educational achievement; criminal conviction record; examination and/or treatment for diagnostic, medical, surgical, psychological or psychiatric reasons and any other information which might reflect upon my character or any observations or opinions.

I further request that such records be provided and/or forwarded to Tarentum Borough or its authorized representative, for inclusion in my background investigation to ascertain my qualifications and fitness for employment with Tarentum Borough.

I acknowledge by this authorization that I release all parties concerned from any and all obligations or liabilities in the disclosure of the contents of such files and the observations and opinions therein.

I further understand that in consideration for said release, Tarentum Borough regards all information so obtained as confidential and shall not make any secondary dissemination of the information obtained to any third party without first obtaining my express written consent.

I certify that a copy of this authorization to obtain said information is as valid as the original signed by me.

I certify that I have read fully and understand the foregoing statements and have signed this document voluntarily without threat or coercion. are required to sign and date your application. Falsification or omission of information will result in rejection of the application or dismissal if you are employed by Tarentum Borough. Your signature also authorizes Tarentum Borough to request employment and educational information/verification from your existing and previous employers and educational institutions. For all non-union employment, it is on an "at-will" basis, which means that you may resign your position at any time and Tarentum Borough can terminate your employment at any time, with or without cause.

Full Name: _____ Date: _____
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Witness Name: _____

Witness Signature: _____