



# Tarentum Borough

318 Second Avenue  
Tarentum, PA 15084  
724.224.1818

## Employment Application

### Applicant Information

Position Applied for: \_\_\_\_\_

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 #: \_\_\_\_\_

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: \_\_\_\_\_

Did you graduate? YES NO Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

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: \_\_\_\_\_  
Last First M.I.

Signature: \_\_\_\_\_