

Borough of Royalton

Application for Employment

101 Northumberland Street
Middletown, PA 17057
(717) 944-4831

PLEASE PRINT AND COMPLETE ALL SECTIONS IN THEIR ENTIRETY!

The Borough of Royalton is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

Position(s) applied for _____ Date of Application ____/____/____

Referral Source: ☐ Advertisement: _____

☐ Employee Name: _____ ☐ Other _____

NAME _____
LAST FIRST MIDDLE

ADDRESS _____
STREET/CITY STATE ZIP

EMAIL ADDRESS: _____

TELEPHONE NO.: (____) ____-____

1. If you are under 18 and it is required, can you furnish a work permit? ☐ Yes ☐ No
2. If no, please explain: _____
3. Are you authorized to work in the US? ☐ Yes ☐ No
4. If no, please explain: _____
5. Have you submitted an application here before? ☐ Yes ☐ No
6. If yes, give date(s) _____
7. Have you ever been employed here before? ☐ Yes ☐ No
8. If yes, give date(s) _____
9. Date available for work _____
10. Type of employment desired ☐ Full-time ☐ Part-time ☐ Temporary
☐ Seasonal ☐ Educational Co-Op
11. Are you able to meet the attendance requirements of the position? ☐ Yes ☐ No
12. Will you work overtime if required? ☐ Yes ☐ No
13. If no, please explain _____

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14. Have you ever been convicted of a felony? (A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered.) ☐Yes ☐No

15. If yes, please explain _____

EMPLOYMENT HISTORY

Provide the following information for your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comments section below.

EMPLOYER	TELEPHONE	DATES EMPLOYED FROM TO	SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
ADDRESS	JOB TITLE	HOURLY RATE/SALARY STARTING ENDING \$ \$ PER PER	
IMMEDIATE SUPERVISOR	MAY WE CONTACT? ☐ YES ☐ NO ☐ LATER	REASON FOR LEAVING	COMMENTS
EMPLOYER	TELEPHONE	DATES EMPLOYED FROM TO	SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
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SKILLS AND QUALIFICATIONS

Summarize any special training, skills, licenses and/or certificates that may qualify you for this position.

EDUCATIONAL BACKGROUND

A. NAME OF SCHOOL B. ADDRESS C. TELEPHONE NUMBER:	B. YEARS COMPLETED	C. DEGREE DIPLOMA	D. MAJOR	E. MINOR
A. NAME OF SCHOOL B. ADDRESS C. TELEPHONE NUMBER:	C. YEARS COMPLETED	D. DEGREE DIPLOMA	D. MAJOR	E. MINOR
A. NAME OF SCHOOL B. ADDRESS C. TELEPHONE NUMBER:	D. YEARS COMPLETED	E. DEGREE DIPLOMA	D. MAJOR	E. MINOR

REFERENCES: List name and telephone number of three (3) business/work references who are not related to you. If not applicable, list three (3) school or personal references that are not related to you.

NAME and relationship	TELEPHONE NUMBER	ALTERNATE TELEPHONE NUMBER
	() -	() -
	() -	() -
	() -	() -

ADDITIONAL INFORMATION: List special accomplishments, publications, awards, etc.

Exclude information, which would reveal sex, race, religion, national origin, age, color, disability or any other similarly protected status.

PLEASE READ AND SIGN THE NEXT PAGE

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I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the employer's service, whenever it is discovered.

I give the employer the right to contact and obtain information from all references, employers, educational institutions, criminal background checks, and personal references, and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

The employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law.

This application is current for only 90 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

If I am hired, this application does not constitute an agreement or contract for employment for any specific period of definite duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I certify that I have read and fully understand the foregoing and seek employment under these conditions.

SIGNATURE OF APPLICANT: _____ DATE: ____/____/____