## Borough of Lewisburg APPLICATION FOR EMPLOYMENT

Please complete this application by typing or printing in ink. INCO	MPLETE or UNSIGNE	ED applications	will not be conside	ered.
The Borough of Lewisburg is an equal opportunity employer. The F religion, color, sex, age, national origin, marital status or disability.	Borough of Lewisburg c	loes not discrim	inate on the basis	of race,
Will you need an accommodation to participate in the application or	· interview process?	Yes 〇	No O	
Name	Position Applying for:			
Please list below any former names or aliases to be used to				
Address:				
Street Address		City	State	Zip
Phone Number(s): Landline				
E-mail Address:	Cell Phone		Other	
Are you either a U.S. Citizen or alien who has the legal right	nt to remain and wor	k in the Unite	ed States? $\circ$ y	Yes $\circ$ No
Date you are available to begin work:				
Have you previously been employed by the Borough of Levand what Department:	e		<sup>2</sup> yes, please indi	cate when
EDUCATIONA	L BACKGROUN	D		
Name and Location of Last High School Attended: Curriculum:				:
Did you graduate? • Yes • No If No, did you earn a	$_{GED?} \circ _{Yes} \circ$	No No		
Please list any College(s), University(ies), Technical, Grade	uate or Other School	ls Attended:		
	Did you gradu	uate? $\circ_{\text{Yes}}$	$\circ_{N_0}$	
Major: GPA:				
	Did you gradu	uate? $\circ_{\text{Yes}}$	$\circ_{No}$	
Major: GPA:				

If you are selected for an interview, you will be asked to supply copies of Diplomas, Certificates and/or Transcripts

U.S. Military Branch:	Rank at Discharge:			
Type of Discharge:	Active Duty Entry Date:	Discharge Date:		
Training or Specialty:				
	Please Attach DD214, if applicable			
LICENSES AND PROFESSIONAL CERTIFICATES				
Driver's License Number:	State of Issuance:			
Please list any other licenses or professiona certificate/license number:	al certificates including type, issuing authors	ority, date issued, expiration date and		
Has your professional license(s) and/or cer • Yes • No If Yes, please indicate	-	or have you been placed on probation?		
	GENERAL INFORMATION			
Have you ever been convicted of a felony?	$\sim _{\rm Yes} \sim _{\rm No}$			
Have you ever been convicted of a misdem If you answered yes to either of the above the offense and the date of occurrence. A c	questions, please fully describe the crimin			
Have you ever been discharged from a job	$_{?} \circ_{\text{Yes}} \circ_{\text{No}}$ If yes, please explain	fully:		
Can you perform the essential functions of	the position for which you are applying?	$\circ_{\mathrm{Yes}} \circ_{\mathrm{No}}$		
Do you have any relatives working for the	Borough of Lewisburg? If yes, who?	$\circ_{\mathrm{Yes}} \circ_{\mathrm{No}}$		

### **EMPLOYMENT EXPERIENCE**

Please list all previous employment for the past ten (10) years. You may attach a separate sheet of paper, if necessary. Please make sure all attached sheets contain your name at the top of each sheet.

Employer Name:		 	Phone No
Employer Address:			
	e:	 	
Reason for Leaving:			
Starting Salary:		 Final Salary:	
<b>Employer Name:</b> Employer Address:			Phone No
	e:	 	
Reason for Leaving:			
Starting Salary:		 Final Salary:	
<b>Employer Name:</b> Employer Address:			Phone No
	e:		
Reason for Leaving:		 	
Starting Salary:		 Final Salary:	
<b>Employer Name:</b> Employer Address:			Phone No
	e:	 Position Held:	
Reason for Leaving:			
Starting Salary:		 Final Salary:	

#### **PROFESSIONAL REFERENCES:**

	b) supervisors, instructors or other individuals who can evaluate your work performance (do not
Address:	Contact Number:
Name:Address:	Contact Number:
Address:	Contact Number:
	Contact Number:

### **PERSONAL REFERENCES:**

Please list at least three (3) individuals who you have known for at least three (3) years (do not list relatives):

Contact Number:	
Contact Number:	
Contact Number:	
Contact Number:	

Please indicate if you authorize a representative of the Borough of Lewisburg to contact the professional and personal references you have listed above:

⊙<sub>Yes</sub> Ó<sub>No</sub>

The information you provide on this application is subject to verification. Falsification or misrepresentations may disqualify you from consideration for employment or, if hired, may be grounds for termination at a later date. Do you want to be informed before we contact your present employer?

 $\circ_{Yes} \circ_{No}$ 

# PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED

- 1. I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire or, if hired, termination.
- 2. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the United States.
- 3. I understand that all positions with the Borough of Lewisburg are Public Sector positions and that my name may be made public through the application and/or hiring process.
- 4. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.

Applicant Signature

Submission Date

Return all applications to: Borough Secretary Borough of Lewisburg 55 South Fifth Street Lewisburg PA 17837

Questions may be directed to: Borough Secretary at (570) 523-3614

#### COMMITTED TO DIVERSITY AND EQUITY

The Borough of Lewisburg is committed to affirmative action by the way of providing equal employment opportunities for all persons without regard to race, religion, gender, age, national origin, sexual orientation, disability or veteran status.