



BOROUGH OF MARCUS HOOK EMPLOYMENT APPLICATION

Equal Opportunity, Reasonable Accommodation Employer

Borough of Marcus Hook
Municipal Building
1111 Market Street
Marcus Hook, PA 19061

Name: _____	Email: _____	Date: _____ Month/Day/Year
Address: _____	Telephone: (____) _____ (Home)	(____) _____ (Other)
City: _____	State: _____	Zip Code: _____
Position Applied For: _____		

Education Record

For positions which require high school graduation or GED, or a college degree, a copy of the high school diploma/GED certificate or college diploma may be required at the time of interview.

School Name	Location	From Mo/Yr	To Mo/Yr	Hours Earned (Clock)	Did you graduate?	Diploma, Degree, Certificate	Major field of study
Business/Technical/Vocational							
1.							
2.							
High Schools							
1.							
2.							
College/Universities (Undergraduate)				(Semester)			
1.							
2.							
Graduate Schools				(Semester)			
1.							
2.							

Other Information (Optional, unless required for the position for which you are now applying)

Driver's License - Circle those that apply	For positions which require specific licenses, copies of licenses will be required at the time of an interview.
Operators: C Commercial: A B C Endorsements: T P N H X S Expiration Date: _____ Number: _____	List other current licenses, certifications, or registrations required for the position for which you are applying. Indicate types and dates received.

Other Information

Have you filed an application with us before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, give date _____		
Have you previously worked for the Borough of Marcus Hook?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, give date _____		
Are you currently employed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
May we contact your present employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you are under 18 years of age, can you provide required proof of eligibility to work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you legally eligible for employment in the United States? (Proof of citizenship or immigration status will be required upon employment)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you available to work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time (year round) <input type="checkbox"/> Temporary <input type="checkbox"/> Full Time Seasonal <input type="checkbox"/> Part Time Seasonal		
Will you work overtime if asked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you currently on "lay-off" status and subject to recall?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
On what date will you be available to begin work?		
Have you been convicted of a crime or pled nolo contendere or been granted deferred adjudication within the last ten years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, list all such offenses and state date, name of court and disposition.		
How did you hear of this position vacancy?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Municipal Official or Employee
	<input type="checkbox"/> Other	_____

Employment Record

Please list all employment or volunteer experience for at least the past 15 years. Begin with your present or last position and work back. Provide sufficient, qualifying experience. Please explain all periods of unemployment exceeding 90 days. Additional Information Sheets are available if needed. You may attach a resume reflecting your employment history in lieu of completing this portion of the application.

Employer: _____			Full-Time <input type="checkbox"/> (+ 30 hrs/wk)	Position Title: _____
Address: _____			Part-Time <input type="checkbox"/> (- 30 hrs/wk)	Ending Salary: _____
City/State: _____				
Start Date <small>Month/Year</small>	End Date <small>Month/Year</small>	Months in this position _____	Supervisor's Name: _____	
			Supervisor's Phone: _____	
Reason for Leaving: _____				
Describe duties, responsibilities you performed or skills you have that are required for the position for which you are now applying: _____				

Employer: _____			Full-Time <input type="checkbox"/> (+ 30 hrs/wk)	Position Title: _____
Address: _____			Part-Time <input type="checkbox"/> (- 30 hrs/wk)	Ending Salary: _____
City/State: _____				
Start Date <small>Month/Year</small>	End Date <small>Month/Year</small>	Months in this position _____	Supervisor's Name: _____	
			Supervisor's Phone: _____	
Reason for Leaving: _____				
Describe duties, responsibilities you performed or skills you have that are required for the position for which you are now applying: _____				

Employer: _____			Full-Time <input type="checkbox"/> (+ 30 hrs/wk)	Position Title: _____
Address: _____			Part-Time <input type="checkbox"/> (- 30 hrs/wk)	Ending Salary: _____
City/State: _____				
Start Date <small>Month/Year</small>	End Date <small>Month/Year</small>	Months in this position _____	Supervisor's Name: _____	
			Supervisor's Phone: _____	
Reason for Leaving: _____				
Describe duties, responsibilities you performed or skills you have that are required for the position for which you are now applying: _____				

References

Give the name, address and the telephone number of three references who are not related to you and are not previous employers.

	Name	Address	Phone Number	Years Acquainted
1.	_____			
2.	_____			
3.	_____			

I certify that the answers given herein are true, correct and complete.

This application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I certify that I have made no misrepresentation in this application and I have not withheld information in my statements and answers to questions. I hereby give my full permission for any and all information in this application to be investigated. I am aware that any misrepresentation may cause my application to be rejected or may cause dismissal if I am hired before such misrepresentations are discovered. I understand that any employment will be "at will" which means that the Borough of Marcus Hook has no obligation to continue to employ me in the future. I understand that this application is the property of the Borough of Marcus Hook and it will become a part of my personnel file if I am hired.

Signature of Applicant: _____

Date: _____



EMPLOYMENT APPLICATION ADDITIONAL INFORMATION SHEET

Application Date: _____

Applicant Name: _____ Social Security Number: _____

Position Applied For: _____

Additional Previous Employment

Employer: _____	Full-Time <input type="checkbox"/> (+ 30 hrs/wk)	Position Title: _____
Address: _____	Part-Time <input type="checkbox"/> (- 30 hrs/wk)	Ending Salary: _____
City/State: _____		
Start Date <small>Month/Year</small>	End Date <small>Month/Year</small>	Months in this position _____
Reason for Leaving: _____		Supervisor's Name: _____
		Supervisor's Phone: _____
Describe duties, responsibilities you performed or skills you have that are required for the position for which you are now applying: _____		

Employer: _____	Full-Time <input type="checkbox"/> (+ 30 hrs/wk)	Position Title: _____
Address: _____	Part-Time <input type="checkbox"/> (- 30 hrs/wk)	Ending Salary: _____
City/State: _____		
Start Date <small>Month/Year</small>	End Date <small>Month/Year</small>	Months in this position _____
Reason for Leaving: _____		Supervisor's Name: _____
		Supervisor's Phone: _____
Describe duties, responsibilities you performed or skills you have that are required for the position for which you are now applying: _____		

Special Skills and Qualifications:

Summarize special job related skills and qualifications acquired from employment or other experience.

Signature of Applicant: _____

Date: _____

