

Application for Employment

**Rockwood Borough
669 Somerset Ave.
Rockwood, Pa 15557**

PLEASE PRINT

Name

LAST FIRST MIDDLE

Address

STREET CITY STATE ZIP

Telephone#() _____ Cell#() _____

If necessary, best time to call you at home _____AM/_____PM

Social Security # _____ Date of Birth _____

Date available for work ____/____/____ Salary desired _____hr.

Have you ever submitted an application here before _____Yes _____No.

If yes, give date(s) _____

Have you ever been employed here before _____Yes _____No. If yes, give date(s) _____

Type of employment desired _____Full-time _____Part-time _____Temporary _____

Have you ever been convicted of a crime? _____Yes _____NO If yes, please explain

CONVICTION WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT. EACH INSTANCE AND EXPLANATION WILL BE CONSIDERED IN REALATION TO THE POSITION FOR WHICH YOU ARE APPLYING.

Drivers License Number _____ State _____

EMPLOYMENT HISTORY

Provide the following information for you past and current employers, assignments starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comment section on next page.

EMPLOYER <u>DATES EMPLOYED</u> FROM TO	TELEPHONE ()	SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
ADDRESS		
JOB TITLE		
IMMEDIATE SUPERVISOR AND TITLE		
REASON FOR LEAVING		
MAY WE CONTACT FOR REFERENCE _____ Yes _____ No		

EMPLOYER <u>DATES EMPLOYED</u> FROM TO	TELEPHONE ()	SUMMERIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
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REASON FOR LEAVING		
MAY WE CONTACT FOR REFERENCE _____ Yes _____ No		

COMMENTS Include explanations of any gaps in employment _____

EDUCATIONAL BACKGROUND List three (3) schools attended, starting with the most recent.

SCHOOL DEGREE/DIPLOMA	YEARS COMPLETED	FROM	TO

REFERENCES
 List name and telephone number of three business/work references who are not related to you and are not previous supervisors.

NAME	TELEPHONE NUMBER	YEARS KNOWN

List any additional information you would like us to consider:

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, and educational institutions 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 and federal laws.

If I am hired, I understand that I am free to resign at any time, with or without cause, by giving a two-week written notice. The employer reserves the right to terminate my employment at any time, with or without cause, and without prior notice, except as may be required by law.

Signature _____ Date _____