

BOROUGH OF GREEN TREE

Employment Application



COMPLETION OF THIS APPLICATION DOES NOT GUARANTEE AN INTERVIEW OR EMPLOYMENT

The Borough is an equal opportunity employer. It is the policy of the Borough to provide equal opportunity regarding all terms of conditions of employment for all applicants and employees without regard to sex, sexual orientation, race, age, color, national origin, religion, disability, marital or familial status or any other characteristic protected by local, state or federal law.

APPLICANT INFORMATION												
Last Name			First			M.I.		Date				
Street Address					Apartment/Unit #							
City			State			ZIP						
Phone			E-mail Address									
Date Available			Social Security No.			Desired Salary						
Position Applied for			Valid Driver's License #			State: _____ Number: _____						
Are you a citizen of the United States?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/>		NO <input type="checkbox"/>
Have you ever worked for the Borough?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, when?					
Have you ever been convicted of a felony?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, explain					
EDUCATION												
High School			Address									
From	To	Did you graduate?	YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree					
College			Address									
From	To	Did you graduate?	YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree					
Other			Address									
From	To	Did you graduate?	YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree					
REFERENCES												
<i>Please list three professional references.</i>												
Full Name			Relationship									
Company			Phone									
Address												
Full Name			Relationship									
Company			Phone									
Address												
Full Name			Relationship									
Company			Phone									
Address												
MILITARY SERVICE												
Branch					From		To					
Rank at Discharge					Type of Discharge							
If other than honorable, explain												

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 <input type="checkbox"/>	NO <input type="checkbox"/>
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 <input type="checkbox"/>	NO <input type="checkbox"/>
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 <input type="checkbox"/>	NO <input type="checkbox"/>

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.
 If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature _____ Date _____

FOR BOROUGH USE ONLY

Interview Date: _____ Department: _____ Position: _____

REMARKS:

DATE OF HIRE: _____ STARTING DATE: _____ WAGE RATE: _____

Reason for Non- Placement: _____

INTERVIEWED BY: _____ APPROVED BY: _____