

# Borough of Baldwin

MUNICIPAL BUILDING – 3344 CHURCHVIEW AVENUE, PITTSBURGH, PENNSYLVANIA 15227 - AREA CODE 412-882-9600

## APPLICATION FOR EMPLOYMENT

The Borough of Baldwin is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, national origin, ancestry, sex, non-job related disabilities, or age (40 and over). All the information of this application form is solicited for the purpose of determining the abilities and skill required for proper job placement and to facilitate verification of the information request.

**INSTRUCTIONS:** This application must be completed in its entirety. Please print in ink or type. If, because of a disability, you need assistance in completing this application form, please notify the Borough Secretary's office at 412-882-9600.

### POSITION APPLIED FOR:

Applicants for Public Works must have a valid CDL License

\_\_\_\_\_ FULL TIME

\_\_\_\_\_ PART TIME/AND OR SUMMER

NAME

Last

First

Middle

ADDRESS:

City:

State:

Zip Code:

PHONE

Day

Evening

( )

( )

SOCIAL SECURITY NUMER

DRIVERS LICENSE NUMBER/STATE ISSUED

LENGTH OF RESIDENCE

## BACKGROUND

Have you ever been convicted of a criminal offense involving dishonesty; breach of trust; offenses against children; use, possession, distribution, sale or manufacture of drugs; violence or threats of violence or use of weapons for which you have not been pardoned or which has not been expunged?

\_\_\_\_\_ yes \_\_\_\_\_ No If yes, please explain: \_\_\_\_\_

Note: Criminal convictions are not necessarily a bar to employment; all relevant circumstances will be considered.

Are you at least 18 years of age  yes  No

If no, do you have a work permit  yes  No

Are a United States Citizen or authorize to Work in the United States?  yes  No

(Proof of citizenship or immigration status Will be required upon employment)

Have you ever filed an application with the Borough of Baldwin?  yes  No

May we contact you current employer?  yes  No

If no, please identify someone familiar with your Performance other than your current employer.

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Can you work: **EVENINGS**  yes  No

**NIGHTS?**  yes  No

**WEEKENDS**  yes  No

**EDUCATION**

Last High Attended: \_\_\_\_\_ Highest Grade Completed: (Circle One)

9 10 11 12

Name \_\_\_\_\_

Location \_\_\_\_\_

Do you have a High School Diploma or GED Certificate?  Yes  No

Colleges, Universities, Trade or Technical Schools or Apprenticeship Programs:

Name	Location	Number of years/ Months attended	Degrees, Credits, Certificates

**MILITARY**

Branch of Services \_\_\_\_\_ Length of Service \_\_\_\_\_

Rank at Separation \_\_\_\_\_ Reserve Requirements \_\_\_\_\_ Specialized Training \_\_\_\_\_

## OTHER QUALIFICATIONS

Describe the types of equipment you are capable of operation (machines, Vehicles, Computers, Office Equipment, etc) Applicants for Public Works Department must have a valid CDL License

List any trade, professional or skills certificates you hold:

Summarize special skills, abilities or experiences which qualify you for this position:

## EMPLOYMENT HISTORY

List all employment for the past ten years, beginning with current of most recent:

Employer	Dates Employed	Job Title
	From:                      To:	

Address:

Supervisor's Name	Supervisor's phone number
-------------------	---------------------------

Description of Duties

Reason for Leaving

Hourly Rate/Salary

Starting:	Ending
-----------	--------

Will this Supervisor/ Employer give a good reference?                       yes     No

If no, please explain \_\_\_\_\_

Were you:

Discharged or asked to resign by this employer?                       yes     No

Ever Disciplined (given a written warning, suspended, denied

Pay increase, etc. by this employer?                       yes     No

Ever counseled or warned about excessive absenteeism

Or tardiness by this employer?                       yes     No

Continued on next page .

Should you require additional space, please use a separate sheet of paper.

Employer	Dates Employed From: To:	Job Title
Address:		
Supervisor's Name	Supervisor's phone number	
Description of Duties		
Reason for Leaving		
Hourly Rate/Salary Starting:	Ending	
Will this Supervisor/ Employer give a good reference?	_____yes _____No	
If no, please explain _____		
Were you:		
Discharged or asked to resign by this employer?	_____yes _____No	
Ever Disciplined (given a written warning, suspended, denied Pay increase, etc. by this employer?	_____yes _____No	
Ever counseled or warned about excessive absenteeism Or tardiness by this employer?		

**REFERENCES** (please attach resume if available)

Please list three references other than relatives or former employers:

	Name/Address	Phone No.	Relationship
1.			
2.			
3.			

**CERTIFICATION, AUTHORIZATION AND AGREEMENT**

I certify that the information supplied by me on this application, and in my resume, if any, is true and complete and does not contain any falsifications, omissions, or concealment of material fact. I authorize the Borough of Baldwin to investigate the truth of this information and of any other information I may supply during a pre-employment interview. I further authorize any school, employer, person and agency identified by me on this form or in my resume any and all verifying information Baldwin Borough may solicit from it or them.

I hereby release all law enforcement agencies, former employers, all education institutions and program and any other person identified by me from liability.

Date	Signature
------	-----------