## **Borough of Baldwin**



3344 Churchview Avenue, Pittsburgh, Pennsylvania 15227, 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. 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, type, or fill out online and print out. If, because of a disability, you need assistance3 in completing this application form, please notify the Borough Managers office at 412-882-9600. Use page 5 of this form if more space is needed.

Section 1: Positi	on								
Police (Must have Act 120):	Road De	Road Dept (Must have CDL): Admin Staff:				Janitor:		Full Time:	
Other (Describe position)								Part Time:	
Section 2: Perso	nal								
1. Full Name:									
First:		Middle:			l	_ast:			
2. Other names you have use	d or been kno	wn by (include maide	n nam	e and nicknam	es)				
3. Address where you live									
Number / Street:								Apt / Unit:	
City:		State:				Zip Code:			
4. Mailing address, if different	from above (f	or example, po box)							
5. Contact numbers									
Home:		Cell:			١	Work:			
6. Contact Email									
7. Social Security Number		8. Drivers License /	State	<b>,</b>		9. Length at	Re	sidence	
Section 3: Backg	ground								
10. Have you ever been conv									
possession, distribution, sale, been pardoned or which has n									
relevant circumstances will									
YES: NO:									
11. Have you ever filed an ap	plication for e	nplovment with the Bo	orouał	n of Baldwin (If	"YE	S" provide d	late/	position)	
YES: NO: D		1 - 7	<u> </u>	(				, ,	_
12. Are you a citizen of the Ur	nited States or	authorized to work in	the U	Inited States		YES:		NO:□	_
						YES: L		NO: □ N/A: □	_
13. Are you at least 18 years of age or will you be upon anticipated start date       YES: □ NO: □ N/A: □         14. If you answered "NO" to question #13, do you have a work permit       YES: □ NO: □ N/A: □					_				
15. Are you available to work shifts (Check all that you can work): Days: Evanings: Nights: Wookends:									

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Section	on 4: Educat	ion							
16. Name	e and location of last Hi	gh School attende	d						
17. Highe	est Grade Completed			18. Do	you hav	e a High	School	Diploma or	GED
	9: 10: 1	11: 12:				YES	S: 🗆	NO: 🗆	
19. Colle	ges, Universities, Trade	or Technical Sch	ools or Apprenti	iceship Pi	rograms				
	Name	Locat	rion	Numb			Degre	es/Credits/	Certificates
				years/m	nonths		3		
Soction	on 5: Militar								
		<u> </u>			-,				
	ou serve any branch of	the military (if YES	S answer questi	ons 21-22	2)			YES:	: U NO: U
ZI. Willia	ry service details  Branch	Length of	Service	R	ank at Si	eparation		Reser	rve Requirements
	Branon	Longaror	CCIVICC	10	ariik at O	oparation	'	110001	ve requirements
22 Cassi	iolizad Training								
zz. Speci	ialized Training								
Section	on 6: Employ	/ment							
23. List a	Il employment for the pa	ast ten years, begi	inning with the o	current or	most re	cent			
23.1	Employer Name		Dates Employ	<u>red</u>				Job Title	
			From:		To:				
	Employer Address (Street number/name, city, state, zip, suite, etc)								
							_		
	Supervisors Name / T	itle					Super	visors Pho	ne Number
	Description of Duties								
						1			
	Reason for Leaving							te/Salary	I
						St	art:		End:
	Will Supervisor /Employer give a good reference YES: ☐ NO: ☐								
	If "NO", please explain:								
	Where you ever disch	arged or asked to	resign				Υ	ES:	NO:□
	If "YES", please explain:								
	Where you ever disci	olined (written, ver	bal. suspended	. etc)			Y	ES:	NO:
	Where you ever disciplined (written, verbal, suspended, etc)  If "YES", please explain:  YES: □ NO: □								
	5 , p. 6300 0/(pic								
	Where you over coun	seled or warned a	hout excessive	ahsentoo	iem		\ <u>\</u>	ES:	NO: 🗆
23.2	Where you ever coun Employer Name	seled of warned a	Dates Employ		10111		Y	Job Title	INU: <b>L</b>
20.2			From:		To:			JUD TILL	
	Employer Address (S	treet number/nam		), suite, e					
	(0		-, o.t., otato, zip	, 54.10, 6					

	Supervisors Name / Title			Supervisors Pho	ne Number		
	Description of Duties						
	Reason for Leaving		H	Hourly Rate/Salary			
				Start:	End:		
	Will Supervisor /Employer give a good i	reference		YES:	NO:□		
	If "NO", please explain:			120.	110.		
	ii ito , piodos expidiii.						
	Where you ever discharged or asked to	rooign		YES:	NO: 🗆		
	If "YES", please explain:	resign		1E5: 🗀	NO: L		
	ii 123 , piease explain.						
	NATIONAL CONTRACTOR OF THE CON	uh al accessorale d'ata)		\/F0	ио П		
	Where you ever disciplined (written, verbal, suspended, etc)			YES: U NO: U			
	If "YES", please explain:						
22.2	Where you ever counseled or warned a		eism	YES: L	NO: U		
23.3	Employer Name	Dates Employed From:	To:	Job Title			
	Employer Address (Street number/nam						
	Employer Address (Street Humber/Ham	le, city, state, zip, suite, e	(10)				
	Supervisors Name / Title			Supervisors Pho	ne Number		
	Capervicore Haine / Title			Caparvicoro i no	TIO TRAINIDO		
	Description of Duties						
	2000.ipiio.i o. 2 diioo						
	Reason for Leaving		l I	Hourly Rate/Salary			
				Start:	End:		
	Will Supervisor /Employer give a good i	reference		YES:	NO:□		
	If "NO", please explain:						
	Where you ever discharged or asked to	resign		YES:	NO:		
	If "YES", please explain:	resign		1E3. <b>—</b>	NO. L		
	ii 120 , picase explain.						
	NATIONAL CONTRACTOR OF THE CON	uh al accessorale d'ata)		\/F0	но П		
	Where you ever disciplined (written, ver	rbai, suspended, etc)		YES: L	NO: □		
	If "YES", please explain:						
	1.00						
	Where you ever counseled or warned a	about excessive absented	eism	YES: U	NO: L		
23.4	Employer Name	Dates Employed		Job Title			
		From:	To:				
	Employer Address (Street number/nam	e, city, state, zip, suite, e	etc)				
	Supervisors Name / Title			Supervisors Pho	ne Number		
				·			
	Description of Duties						
	Reason for Leaving		H	Hourly Rate/Salary			
				Start:	End:		
	Will Supervisor /Employer give a good i	reference		YES:	NO:□		

	If "NO", please e	xplain:			
	Where you ever	discharged or asked to resi	ign	YES:	NO:
	If "YES", please	explain:			
	Where you ever	disciplined (written, verbal,	suspended, etc)	YES:	NO:□
	If "YES", please	explain:			
	Where you ever	counseled or warned about	t excessive absenteeism	YES:	NO:□
Section	on 7: Othe	er Qualification	IS .		
24. Desc	ribe the types of ed	quipment you are capable o	of operating (machines, vehicle	s, computers, office eq	uipment, etc)
25. List a	any trade, professio	onal or skills certificates you	u hold (police must have Act 12	0, Public Works must h	ave CDL)
26. Sumi	marize special skill	s, abilities or experiences v	vhich qualify you for this position	n	
Section	on 8. Refe	rences (Please atta	ich resume if available)		
		Prences (Please atta			
		nces other than relatives or		Phone	Relationship
	se list three referen	nces other than relatives or	former employers	Phone	Relationship
	se list three referen	nces other than relatives or	former employers	Phone	Relationship
	se list three referen	nces other than relatives or	former employers	Phone	Relationship
27. Pleas	se list three referen Name	nces other than relatives or Ad	former employers Idress		
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Section I certify	Name  On 9: CERT	TIFICATION, AU	former employers Idress  JTHORIZATION A this application, and in my	ND AGREEM resume, if any, is tru	ENT ue and complete and
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Please note question number additional information is related to