EMPLOYMENT APPLICATION

Please complete the entire application.

1. Employer Information

Employer:	WYOMING BOROUGH
Address:	277 WYOMING AVENUE
City/State/ZIP:	WYOMING, Pennsylvania 18644
Telephone:	570-693-0291

It is the policy of WYOMING BOROUGH to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

2. Applicant Information

Applicant Full Name: _____
Home Address: _____
City/State/ZIP: _____
Number of years at this address: _____
Daytime phone: _____ Evening phone: _____
Mobile phone: _____
Social Security Number: _____
Driver's License (State/Number): _____

3. Emergency Contact

Who should be contacted if you are involved in an emergency?
Contact Name: _____
Relationship to you: _____
Address: _____
City/State/ZIP: _____
Daytime phone: _____ Evening phone: _____

4. Job Position Applied For: _____
Full or Part Time? _____

5. Salary Desired: $ _____ per _____

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6. Who referred you to our company? _____
Do you have any friends or relatives who work here? If yes, please list here:
_____

7. Are you at least 18 years old? _____ Yes _____ No

8. How will you get to work?_____

9. Are you willing to work any shift, including nights and weekends? _____ Yes _____ No
If no, please state any limitations:
_____

10. If applicable, are you available to work overtime? _____ Yes _____ No

11. If you are offered employment, when would you be available to begin work?
_____

12. If hired, are you able to submit proof that you are legally eligible for employment in the United States? _____ Yes _____ No

13. Are you able to perform the essential functions of the job position you seek with or without reasonable accommodation? _____ Yes _____ No

What reasonable accommodation, if any, would you request?
_____

14. Applicant's Skills

Check those skills that you have. List any other skills that may be useful for the job you are seeking. Enter the number of years of experience, and circle the number which corresponds to your ability for each particular skill. (One represents poor ability, while five represents exceptional ability.)

Skill	Years of Experience	Ability or Rating
[ ] Typing	_____	1 2 3 4 5
[ ] Microsoft Office Suite (Word, Excel, etc.)	_____	1 2 3 4 5
[ ] Answering telephones	_____	1 2 3 4 5
[ ] Filing	_____	1 2 3 4 5
[ ] Customer service	_____	1 2 3 4 5
[ ] CDL LICENSE	_____	1 2 3 4 5
_____	_____	1 2 3 4 5

15. Applicant Employment History

List your current or most recent employment first. Please list all jobs (including self-employment and military service) which you have held, beginning with the most recent, and list and explain any gaps in employment. If additional space is needed, continue on the back page of this application.

Employer Name: _____
Supervisor Name: _____
Address: _____
City/State/ZIP: _____
Job Duties: _____
Reason for Leaving: _____
Dates of Employment (Month/Year): _____

Employer Name: _____
Supervisor Name: _____
Address: _____
City/State/ZIP: _____
Job Duties: _____
Reason for Leaving: _____
Dates of Employment (Month/Year): _____

Employer Name: _____
Supervisor Name: _____
Address: _____
City/State/ZIP: _____
Job Duties: _____
Reason for Leaving: _____
Dates of Employment (Month/Year): _____

16. Applicant's Education and Training

College/University Name and Address

_____

Did you receive a degree? _____ Yes _____ No If yes, degree(s) received:

_____

High School/GED Name and Address

_____

Did you receive a degree? _____ Yes _____ No

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Other Training (graduate, technical, vocational):

_____

Please indicate any current professional licenses or certifications that you hold:

_____

Awards, Honors, Special Achievements:

_____

17. References

List any two non-relatives who would be willing to provide a reference for you.

Name: _____
Address: _____
City/State/ZIP: _____
Telephone: _____
Relationship: _____

Name: _____
Address: _____
City/State/ZIP: _____
Telephone: _____
Relationship: _____

18. Please provide any other information that you believe should be considered, including whether you are bound by any agreement with any current employer:

_____

_____

CERTIFICATION

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences, immediate termination.

I authorize WYOMING BOROUGH to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.

_____ _____

APPLICANT SIGNATURE DATE

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