

**Borough of Heidelberg**  
*Equal Employment Opportunity Employer*

The Borough of Heidelberg recognizes and embraces the concept of equal employment opportunity. It is the Borough of Heidelberg's policy to recruit and hire all persons without regard to race, color, religion, sex, national origin, marital status, age or non-job related physical or mental handicap or disability

**Employment Application**

**Completion of this application does not guarantee any applicant an interview or employment.**

**PERSONAL DATA**

Date: \_\_\_\_\_

Soc. Sec. #: \_\_\_\_\_

Name (Last, First, M.I.) \_\_\_\_\_

Phone #: \_\_\_\_\_

Present Address: \_\_\_\_\_

How Long? \_\_\_\_\_

Previous Address: \_\_\_\_\_

How Long? \_\_\_\_\_

Have you ever worked for Heidelberg Borough? \_\_\_\_\_ When? \_\_\_\_\_ What Dept? \_\_\_\_\_

Reason for leaving \_\_\_\_\_ Referred By: \_\_\_\_\_

**JOB INTEREST**

( ) Full Time ( ) Part Time ( ) Seasonal ( ) Other

Position Desired: \_\_\_\_\_ Date Available \_\_\_\_\_ Salary Desired \_\_\_\_\_

Are you willing to work Night Shift? \_\_\_\_\_ Saturdays & Sundays? \_\_\_\_\_

Do You Have a Valid PA Drivers License? \_\_\_\_\_ If so Enter Number \_\_\_\_\_

Are you Between 18 and 70 Years of Age? \_\_\_\_\_

Have you ever been convicted of a Crime other than Traffic Violations? \_\_\_\_\_

**EDUCATION**

Last School Completed: (circle level) Grade High School College  
 5 6 7 8 9 10 11 12 1 2 3 4 Other

	<b>NAME &amp; LOCATION of SCHOOL</b>	<b>Years Att.</b>	<b>Course / Degree</b>
<b>HIGH SCHOOL</b>			
<b>COLLEGE</b>			
<b>TRADE / BUSINESS or Other</b>			

Are You A Veteran? \_\_\_\_\_ Dates of Duty \_\_\_\_\_ to \_\_\_\_\_, Rank: \_\_\_\_\_ Date of Discharge \_\_\_\_\_

Other Education, Training, Skills: \_\_\_\_\_

Machines You Can Operate (Office & Field): \_\_\_\_\_

**Dates Available - FROM \_\_\_\_\_ to \_\_\_\_\_**

**(Continued on Other Side)**

## Employment Experience

(Please list your most recent job first, account for all time including unemployment. Use additional sheets, if necessary.)

DATES From	EMPLOYER NAME ADDRESS	1. Job Title 3. Name of Supervisor	2. Department Name of Supervisor	DESCRIBE MAJOR DUTIES	WAGES		REASON FOR LEAVING
					Start	Final	
					\$ Per		
					\$ Per		
					\$ Per		
					\$ Per		

**References:** Give the names of three persons.  
Exclude relatives or former employers.

<b>NAME</b>	<b>Address</b>	<b>Business</b>	
1	Name: _____ / Relationship: _____ Address: _____ Phone#: _____		
2	Name: _____ / Relationship: _____ Address: _____ Phone#: _____		
3	Name: _____ / Relationship: _____ Address: _____ Phone#: _____		

**IN CASE OF EMERGENCY NOTIFY:**

**Applicant's Certification and Agreement**

I certify that all of the statements made in this Application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that if employed, falsified statements on this Application shall be considered cause for dismissal

Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
 For Job Title: \_\_\_\_\_ Dept: \_\_\_\_\_  
 Date Hired: \_\_\_\_\_ Start Date: \_\_\_\_\_ Wage Rate \_\_\_\_\_  
 Reason for Non-placement: \_\_\_\_\_  
 Remarks: \_\_\_\_\_

Approved by: \_\_\_\_\_ Dept \_\_\_\_\_ Date: \_\_\_\_\_  
 Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_