

Education

Last High School Attended:		Highest grade completed: (circle one)	Do you have a High School Diploma or G.E.D. Certificate?
_____		9 10 11 12	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name	Location		
Colleges, universities, trade or technical schools or apprenticeship programs:			
Name	Location	Number of years/ months attended	Degree, credits, certificates or licenses

Military

Branch of Service	Length of Service	Rank at Separation
Reserve Requirements	Specialized Training	

Other Qualifications

Describe the types of equipment you are capable of operating (machines, vehicles, computers, etc.)	List any trade, professional or skills certificates you hold.
Summarize special skills, abilities or experiences which qualify you for this position.	

Background

POLICE OFFICER APPLICANTS ONLY:	
Have you ever been convicted of a crime other than a traffic violation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, explain _____	
ALL OTHER APPLICANTS:	
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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, explain _____	
<i>NOTE: Criminal convictions are not necessarily a bar to employment; all relevant circumstances will be considered.</i>	

Additional Information

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills

Check Skills/Equipment Operated

<input type="checkbox"/> CRT	<input type="checkbox"/> FAX	Production/Mobile Machinery (list):	Other (list):
<input type="checkbox"/> PC	<input type="checkbox"/> Lotus 1-2-3	_____	_____
<input type="checkbox"/> Calculator	<input type="checkbox"/> PBX System	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Wordperfect	_____	_____
		_____	_____

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING:

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

YES NO

Indicate any foreign languages you can speak, read and/or write

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

NAME: _____ POSITION: _____ DATE: ____ / ____ / ____

NOTES:

Employment History

List all employment for the past ten years, beginning with current or most recent position.

Employer	Dates Employed From To	Job Title
Address		Description of Duties
Supervisor's Name		
Supervisor's Number		Reason for Leaving
Hourly Rate/Salary Starting Ending		
Will this supervisor/employer give a good job reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If no, explain _____		
Were you:		
Discharged or asked to resign by this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Ever disciplined (given a written warning, suspended, denied a pay increase, etc.) by this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Ever counseled or warned about excessive absenteeism or tardiness by this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes to any of the above, please explain _____		

Employer	Dates Employed From To	Job Title
Address		Description of Duties
Supervisor's Name		
Supervisor's Number		Reason for Leaving
Hourly Rate/Salary Starting Ending		
Will this supervisor/employer give a good job reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If no, explain _____		
Were you:		
Discharged or asked to resign by this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Ever disciplined (given a written warning, suspended, denied a pay increase, etc.) by this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Ever counseled or warned about excessive absenteeism or tardiness by this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes to any of the above, please explain _____		

Employer	Dates Employed From To	Job Title
Address		Description of Duties
Supervisor's Name		
Supervisor's Number		Reason for Leaving
Hourly Rate/Salary Starting Ending		
Will this supervisor/employer give a good job reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If no, explain _____		
Were you:		
Discharged or asked to resign by this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Ever disciplined (given a written warning, suspended, denied a pay increase, etc.) by this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Ever counseled or warned about excessive absenteeism or tardiness by this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes to any of the above, please explain _____		

If you need additional space, please continue on a separate sheet of paper.

References

Please list three references other than relatives or former employers:

	Name/Address	Phone Number	Relationship
1.			
2.			
3.			

Please attach a resume, if available.

CERTIFICATION, AUTHORIZATION AND AGREEMENT

"I certify that the information supplied by me on this application form and in my resume, if any, is true and complete and does not contain any falsifications, omissions, or concealments of material fact. I authorize the Borough of Dormont to investigate the truth of this information and of any other information I may supply during a pre-employment interview. I further authorize every school, employer, person and agency identified by me on this form or in my resume to release any and all verifying information the Borough of Dormont may solicit from it or them. I further authorize the Borough of Dormont to investigate my criminal history and other aspects of my personal history, including my character and general reputation. If my application is denied in whole or in part because of information contained in a criminal history records report, the Borough of Dormont will so advise me.

"I hereby release all law enforcement agencies, my former employers, all educational institutions and programs and every other person identified by me on this form or in my resume from liability for any damage or injury to me arising out of the release of information requested by the Borough of Dormont.

"I understand and agree that the Borough of Dormont's acceptance of this employment application does not constitute any promise, express or implied, that I will be hired. I further understand that the Borough of Dormont does not guarantee anyone employment for any specific length of time. I therefore agree that, if I am hired, my employment may be terminated by either me or by the Borough of Dormont at any time without notice or cause.

"I further understand and agree that any offer of employment the Borough of Dormont may make to me (and, if I am hired, my continued employment) will be contingent upon my submission of evidence verifying that I am authorized to work in the United States and may be contingent upon my taking and passing physical examinations and drug tests.

"I certify that I am not a party to any contract or other obligation which would limit, interfere with or restrict my ability to work for the Borough of Dormont in any way.

"I hereby acknowledge that I have read this section of the employment application and fully understand the meaning and effect of signing this form."

Borough of Dormont
1444 Hillsdale Ave.
Pittsburgh, PA 15216
(412) 561-8900

Signed

Date

THE BOROUGH OF DORMONT IS AN EQUAL OPPORTUNITY GOVERNMENT