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| --- |
| MOUNT PLEASANT BOROUGH |

Employment Application

## Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
|  | Last | First | M.I. |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Address: |  | | | |  |
|  | Street Address | | | | Apartment/Unit # |
|  |  | | |  |  |
|  | City | | | State | ZIP Code |
| Phone: |  | Email |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date Available: |  | Social Security No.: |  | Driver License #: |  |

|  |  |
| --- | --- |
| Position Applied for: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you a citizen of the United States? | YES | NO | If no, are you authorized to work in the U.S.? | YES | NO |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever worked for this agency? | YES | NO | If yes, when? |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Have you ever been convicted of a Crime? | YES | NO | |  |  | | --- | --- | | If yes, explain? |  | |

## Education

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| High School: | |  | | | | Address: |  | | | |
| From: |  | | To: |  | Did you graduate? | | YES | NO | Diploma: |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| College: | |  | | | | Address: |  | | | |
| From: |  | | To: |  | Did you graduate? | | YES | NO | Degree: |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Other: | |  | | | | Address: | |  | | | |
| From: |  | | To: |  | Did you graduate? | | YES | | NO | Degree: |  |

## References

Please list three professional references.

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  |  |  |
|  |  |  |  |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  |  |  |
|  |  |  |  |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  |  |  |

## Previous Employment

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | | YES | NO |  | |
|  | |  |  |  | |
|  | |  |  |  | |
| Company: |  | | | Phone: |  |
| Address: |  | | | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | | YES | NO |  | |
|  | |  |  |  | |
|  | |  |  |  | |
| Company: |  | | | Phone: |  |
| Address: |  | | | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES | NO |  |

## Military Service

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Branch: |  | From: |  | To: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Rank at Discharge: |  | Type of Discharge: |  |

|  |  |
| --- | --- |
| If other than honorable, explain: |  |

## Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

## Consent to Perform Criminal & Credit History / Background Checks

## In Compliance with the FCRA (Fair Credit Reporting Act)

Last Name: First Name: Middle Name/Initial:

Maiden or other name(s) used in any and all other records of birth or records of residence.

\*Address: Apartment or #:

City: County: State: Zip:

\*\*Date of Birth: Social Security Number: \*\*Gender: \*\*Race:

\*AS SHOWN ON THE ORIGINAL APPLICATION

\*\*TO BE USED FOR CRIMINAL & CREIDT HISTORY CHECKS ONLY AND NOT A PART OF THE PERSONNEL FILE

I, am an applicant for employment / volunteerism with Mount Pleasant Borough and have been advised that as part of the application process, the Borough conducts a criminal and credit history background check. I do hereby consent to the Borough use of any information provided during the application process in performing the criminal and credit history check. The Borough has informed me that I have the right to review and challenge any negative information that would adversely impact a decision to offer employment / volunteerism. In addition, I have been informed that I will have a reasonable opportunity to clear up any mistaken information reported within a reasonable time frame established within the sole discretion of the Borough. Under the Fair Credit Reporting Act, I have been advised that upon request I will be provided the name, address and telephone number of the reporting agency as well as the nature, substance and source of all information.

The following are my responses to questions about my criminal history (if any).

1. Yes No Have you ever been convicted or plead guilty before a court for any federal, state or municipal criminal offense? If yes, please provide details below.

State: County Date of Offense:\_\_\_\_/ \_\_\_\_\_ / \_\_\_\_\_

Details of Conviction:

2. Yes No Have you ever received deferred adjudication or similar disposition for any federal, state or municipal offense? If yes, please provide details below.

State: County Date of Offense:\_\_\_\_/ \_\_\_\_\_ / \_\_\_\_\_

Details of Conviction:

3. Yes No Have you ever received probation or community supervision for any federal, state or municipal offense? If yes, please provide details below.

State: County Date of Offense:\_\_\_\_/ \_\_\_\_\_ / \_\_\_\_\_

Details of Conviction:

Applicant Signature Date