

**APPLICATION FOR EMPLOYMENT
BOROUGH OF INDIANA, PENNSYLVANIA**

Last Name

First Name

Middle Name

Please provide the reason for this application:

SPECIFIC POSTION OF _____ or

GENERAL APPLICATION FOR FUTURE CONSIDERATION _____

INSTRUCTIONS: Read these instructions carefully before completing this application. You must print all responses in ink. Do not type or use a pencil to complete this application. All questions are to be answered completely and honestly. You are to omit nothing. Any question that does not pertain to you shall be answered with “not applicable” or other appropriate remark. Do not leave any question blank. Failure to complete this application as indicated will be cause for your disqualification from the hiring process. The completed application will be reviewed for completeness and minimum qualification requirements, and will be submitted for processing. Should you be disqualified at any phase of this process, you will be notified by the Borough.

MINIMUM REQUIREMENTS: Applicants must meet the established minimum requirements in order to be considered for further processing and testing. Applicants must be a citizen of the United States.

EXAMINATION PROCEDURE: (Applicable to positions requiring examinations) Applicants meeting the minimum requirements for the position indicated will receive written notification confirming the date, time and place of examination. Photo identification will be required before any applicant is allowed to participate in an examination.

BACKGROUND INVESTIGATION: Background investigations will be conducted on applicants. Selected applicants will be given a conditional offer of employment and will be required to undergo a physical examination before final hiring.

Some positions may require a psychological examination prior to final hiring.

Complete the following questionnaire using additional pages if necessary. Attach any additional pages to the end of this application.

PERSONAL INFORMATION:

| | | |
|------------------|-------------------|--------------------|
| Last Name | First Name | Middle Name |
|------------------|-------------------|--------------------|

Address (Provide your complete mailing address – Applicant’s responsibility to notify if a change of address occurs)

Address (Exactly where you live if different than your mailing address)

Phone Number(s) where you can be reached regarding this application

Social Security Number

Place of Birth (City and State)

United States Citizen (Yes or No response required)

List any other names you have used, including maiden name and nicknames:

Marital Status (Must include name and current address of existing and any divorced spouse):

Immediate Family: List the names of persons in your immediate family, including mother, father (including steps), sisters, brothers (including steps and halves) and your children (including biological, steps or adopted).

| Name | Relationship | Living/Deceased | Address |
|-------------|---------------------|------------------------|----------------|
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Do you currently have any relative(s) who are employed by Indiana Borough? _____
If yes, indicate the persons name and position:

Financial Status: Do you have any income from any source other than your principal occupation? _____

If yes, indicate source and amount of income (Do not include other jobs listed under the employment section): _____

Do you have a savings and/or checking account? _____

If yes, indicate the name and location of the financial institution where the account(s) are managed: _____

Do you have any credit card accounts? _____

If yes, provide the name of the credit card company and card number for each account: _____

Do you own real estate property? _____

If yes, provide location(s) and approximate value: _____

Have you ever been denied credit or have you ever filed for bankruptcy? _____

If yes, provide details on separate sheet.

DRIVERS LICENSE:

| Current License Number | State |
|-------------------------------|--------------|
|-------------------------------|--------------|

List any other driver licenses you have held:

List any traffic accidents you have been involved in as a driver or as a passenger, specifying dates, location and investigating agency:

Have you ever been issued a traffic citation in this or any other state? _____

If yes, explain each incident: _____

CRIMINAL HISTORY:

Arrests or convictions that have been expunged by a court of appropriate authority are not required to be disclosed.

Have you ever been arrested for any crime (including summary offences) in this or any other state or any other country? _____

If yes, give the details of each incident on a separate sheet.

Have you ever been or are you currently a defendant in any litigation, either criminal or civil? _____

If yes, give the details of each such incident on a separate sheet.

MILITARY SERVICE:

Have you ever been or are you now a member of any branch of the armed forces or reserve unit? _____

If yes, complete the following:

Branch of Service: _____ Serial number: _____

Date of entry: _____ Date of discharge: _____

Type of discharge: _____

If you have been discharged from active duty attach a copy of form DD214.

If you are currently on active duty or active reserve provide details of status: _____

MEMBERSHIP IN ORGANIZATIONS:

List name and address of organization(s), type and dates of membership:

SUBVERSIVE ORGANIZATIONS:

Are you now or have you ever been a member of any organization, association, movement, group or combination of persons which advocates the overthrow of our constitutional form of government, or which has adopted the policy of advocating the commission of acts of force or violence to deny other persons their rights under the constitution of the United States or which seeks to alter the form of government of the United States by unconstitutional means? _____

If yes, provide names(s) of organization, group, etc. and explain on separate sheet.

RESIDENCE RECORD:

List all places you have resided starting with your current residence:

| <u>Dates</u> | <u>Address</u> | <u>With whom did you reside?</u> |
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EMPLOYMENT RECORD:

Account for all places you have ever worked and indicate any period(s) you received unemployment, starting with your current or most recent employer:

| <u>Dates</u> | <u>Employer & Address</u> | <u>Title & Job Description</u> | <u>Reason For Leaving</u> |
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EDUCATION & TRAINING:

Indicate all schools, colleges and universities, vocational schools and other institutions, which you have attended starting with the elementary school. Indicate the dates you attended and any degree or certification you earned. Copies of High School Diploma or GED and College Diplomas, and all transcripts from any college or university you attended are required to accompany this application:

| <u>Dates</u> | <u>School</u> | <u>Address</u> | <u>Degree or Certification</u> |
|--------------|---------------|----------------|--------------------------------|
|--------------|---------------|----------------|--------------------------------|

Indicate any special skills you have, e.g. languages, writing or typing, computer, etc:

OTHER INFORMATION:

You may provide any further information you feel is important in processing your application.
