

Borough of Wyomissing

22 Reading Boulevard Wyomissing,
PA 19610

Phone – 610-376-7481 Fax 610-376-8470

EMPLOYMENT APPLICATION

The Borough of Wyomissing does not discriminate in hiring or employment on the basis of race, color, religion, sex, age, national origin, veteran status, sexual orientation, gender identity, disability or any other basis of discrimination prohibited by law. No question on this application is intended to secure information to be used for such discrimination. In order to be considered an applicant, you must apply for one or more of those positions which are currently open and possess the minimum qualifications for the position(s).

Work Preference

Position(s) for which you are applying:

Type of employment desired:

Full Time Part Time Seasonal

List the hours you are available to work per week:

Date available to start:

General Information

FULL NAME:

EMAIL ADDRESS

ADDRESS

TELEPHONE (Home)

CITY

STATE

ZIP CODE

TELEPHONE (Cell)

Do you have the legal right to live and work in the United States?
(If hired, you will be required to provide proof of your identity and right to work in this country in accordance with existing immigration laws.)

Yes No

If employed and you are under the age of 18, can you furnish a work permit?

Yes No N/A

Have you ever been convicted of a crime, including any pretrial diversions (e.g. Accelerated Rehabilitative Disposition/ARD program)?

Yes* No

(Conviction of a crime, or ARD is not an automatic bar to employment. The Borough will consider the nature of the offense, the date and the relationship between the offense and the position applied for.)

*If Yes, please explain:

Have you ever filed an application with the Borough of Wyomissing before?

Yes No Date

Have you even been employed by the Borough of Wyomissing before?

Yes* No

*If yes, please give dates: From: ___/___/___ To: ___/___/___

Are you on a lay-off and subject to recall?

Yes No

Can you travel if a job required it?

Yes No

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Educational Background				
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Name of School	City & State	Major course of study	Circle last year completed	Degree or Diploma
High School or Prep School			9 10 11 12	
College or Technical School			1 2 3 4	
College (Advanced Degree)			1 2 3 4	

List particular skills which you feel especially qualify you for the position you seek with the Borough. Include, if applicable, specialized certifications or licenses, computer knowledge and experience level, language fluency, etc.):

Employment History List each position held. Start with your present or last job. <u>DO NOT WRITE "SEE RESUME"</u>
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Company Name				
Address - Street		City	State	Zip Code
Employed From (Mo./Yr.)	Position Title	Supervisor Name, Title (plus contact information)		
Employed To (Mo./Yr.)	Description of duties, responsibilities and/or significant accomplishments			
Salary - Starting		Salary - Ending		
Hours Worked Weekly	Reason For Leaving			

Company Name				
Address - Street		City	State	Zip Code
Employed From (Mo./Yr.)	Position Title	Supervisor Name, Title (plus contact information)		
Employed To (Mo.-Yr.)	Description of duties, responsibilities, and/or significant accomplishments			
Salary - Starting		Salary - Ending		
Hours Worked Weekly	Reason For Leaving			

I authorize the employers/supervisors listed above to give the Borough of Wyomissing any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing said information to the Borough of Wyomissing. Please identify any employers/supervisors you do NOT wish the Borough of Wyomissing to contact and reason not to contact:

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The Borough of Wyomissing is hereby authorized to investigate my past employment, criminal record, driving record, military record and obtain a child abuse clearance. For the purpose of verifying my qualifications for employment, the Borough of Wyomissing is authorized to obtain educational records and information relating to courses taken, my performance in those courses, degrees and awards received by me as well as disciplinary actions taken against me while enrolled. In the event an investigation reveals convictions or security related issues, I understand my employment could be terminated immediately.

The Americans with Disabilities Act (ADA) and the Pennsylvania Human Relations Act (PHRA) require reasonable accommodation of individuals and prohibits employment discrimination against disabled persons. The ADA and PHRA permit you to voluntarily identify or disclose during the hiring process or any time after employment information about any physical or mental limitations that you believe may or may not interfere with your capability to do the job or for the Borough to consider special arrangements to accommodate the physical or mental impairment.

No representative of the Borough of Wyomissing has any authorization to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

If employed by the Borough of Wyomissing, I agree to conform to its policies and procedures. Employment at the Borough of Wyomissing is at-will meaning that either you or the Borough of Wyomissing may discontinue employment at any time, for any or no reason, with or without notice.

I certify that the information contained on this application is correct to the best of my knowledge and understand that falsification of this information is grounds for dismissal if employed by the Borough of Wyomissing. I further understand that this application is not intended to be a contract of employment, nor does this application obligate the Borough of Wyomissing in any way if it decides to employ me.

Applicants Signature

Date