

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 & CREDIT 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