

Borough of Fairview

Employment Application

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, or national origin.

Position Information

Job Title: _____

Department/Office: _____

Personal Information

Name: _____

Address: _____

City, State, Zip: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Email Address: _____

Date of Birth: _____

Driver's License Number/ State: _____

Social Security Number: _____

Are you over the age of 18? _____ yes _____ no

Are you legally eligible for employment in the United States?
(Immigration Reform & Control Act of 1986) _____ yes _____ no

Have you ever been charged and/or convicted of a felony or
any offense involving dishonesty? If the answer is yes to this
question, explain below. _____ yes _____ no

Borough of Fairview

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Employment History

Date Month & Year	Name & Address of Employer	Salary (Upon Leaving)	Position	Reason for Leaving
From:				
To:				
From:				
To:				
From:				
To:				
From:				
To:				

General

Subjects of Special Study or Research Work: _____

Job Related Skills (Typing, Driver's License, etc.): _____

Education

	Name & Location of School	Last Year Completed	Did You Graduate?	Subjects Studied & Degree Received
Grammar School				
High School				
College				
Trade, Business or Correspondence				

References: List below 4 persons not related to you, whom you have known at least 1 year.

Name	Address	Position	Years Acquainted

Borough of Fairview

Employment Application

AFFIRMATIVE ACTION INFORMATION

Gender (check one) Male Female

Ethnicity (check one- see below for definitions)

Islander American/Alaskan Native Black/African American Hispanic White

Asian/Pacific

Asian/Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands. The area includes, for example: China, Japan, Korea, and the Philippine Islands & Samoa.

American/Alaskan Native: All persons having origins in any of the original people of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Black/African American: (not of Hispanic Origin): All persons having origins in any of the black racial groups.

Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

White: (Not of Hispanic origin) All persons having origin in any of the original peoples of Europe, North Africa, or the Middle East.

VETERAN STATUS INFORMATION

Check if applicable Special Disabled Veteran Vietnam Era Veteran Newly Separated Veteran Other Protected Veteran

Definitions

Special Disabled Veteran: Either **a**) A Veteran who is entitled to compensation (or who would be but for the receipt of military retired pay) under laws administered by the Department of Veterans Affairs for a disability (I) rated at 30% or more, or (ii) rated at 10-20% in the case of a veteran who has been determined under Section 1506 of Title 38, to have a serious employment handicap; or **b**) a veteran who was discharged or released from active duty because of a service-connected disability.

Vietnam Era Veteran: A veteran whose active military, navy, or air service (or any part of it) was during the period beginning August 5, 1964 and ending May 7, 1975, provided that either of the following is true: **1**) the veteran served on active duty for a period or more than 180 days and was discharged or released with other than a dishonorable discharge, or **2**) the veteran was discharged or released from active duty because of a service-connected disability

Newly Separated Veteran: A veteran who served on active duty in the U.S. Military, ground, naval, or air service during the one-year period beginning on the date of such veteran's discharge or release from active duty.

Other Protected Veteran: A veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. For guidelines on identifying campaign or expeditions that met this criterion, go to <http://www.opm.gov/veterans/html/vgmedal2.htm>

I hereby certify that the information provided in this application and/or supplemental materials is freely given, true, and complete. I understand that any false, fraudulent, or misleading statements, answers, or information may be sufficient grounds for immediate rejection of my application, denial, or employment, disciplinary action or dismissal from service if hired. I authorize the Borough of Fairview to thoroughly investigate my work and educational history and verify data provided on this application or given during the selection process. Furthermore, I also authorize the Borough of Fairview to conduct a criminal background investigation, check my driving record, or contact my present or past employers if necessary. I authorize all past employers mentioned herein to release employment information requested about me. I hereby release the Borough of Fairview, as well as any other agency, school, or company contacted from any liability or damage which may result from obtaining the information requested. The Borough of Fairview may give copies of my signed authorization to those contacted and the results released to the Borough of Fairview Administration.

If I am offered employment I agree to submit to a medical examination and drug test before starting work and allow results to be released to the Borough of Fairview and as permitted by law, which results shall be released to the Borough Administrator. If employed I also agree to submit to a medical examination and drug test at any time deemed appropriate by the Borough of Fairview and as permitted by law, which results shall be released to the Borough Administrator and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, and if I am hired a condition of my employment will be that I abide by the Borough of Fairview's Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the Borough of Fairview to hire. If hired I agree to abide by all Company work rules, policies, and procedures. The Borough of Fairview retains the right to revise its policies or procedures, in whole or part, at any time.

Signature: _____

Date: _____