

Throop Borough
436 Sanderson Street
Throop, PA 18512
570-489-8311
throopboro@comcast.net

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Name _____ Social Security # _____
Last First Middle

Present Address _____
Street City State Zip Phone

Permanent Address _____
Street City State Zip Phone

List Any Relatives Working For Us: _____

How Did You Learn About Throop Borough?

Thru a Newspaper Ad _____ Referred by _____ Other _____

Throop Borough is an Equal Opportunity Employer. Our Policy is aimed at assuring equal treatment to all individuals with regard to employment, rates of pay and all other terms and conditions of employment regardless of race, religion, color, national origin, sex, age, veteran's status or non-job related physical or mental handicap or disability.

The United States Age Discrimination in Employment Act of 1967 and the Pennsylvania Human Relations law prohibit discrimination on the basis of age with respect to individuals who are over forty years of age.

EMPLOYMENT DESIRED

Position _____ Date You Can Start _____ Salary Desired _____

Are You Employed Now? _____ If So, May We Inquire Of Your Present Employer? _____

Have You Ever Applied for a Job At the Throop Borough Before? _____ When? _____

EDUCATION

<u>Name and Location of School</u>	<u>Did You Graduate</u>	<u>Major Study</u>
High School _____		
College _____		
Trade, Business or Correspondence School _____		

Please describe additional skills, training or ability you would like to have us consider in evaluating your qualifications:

FORMER EMPLOYERS

(List below last four (4) employers, starting with current employer)

	FROM		TO		Job Title and Duties
	<u>Month</u>	<u>Year</u>	<u>Month</u>	<u>Year</u>	
Company _____					
Address _____					
Supervisor _____					Reason for Leaving _____
Rate of Pay	Start _____		Final _____		

	FROM		TO		Job Title and Duties
	<u>Month</u>	<u>Year</u>	<u>Month</u>	<u>Year</u>	
Company _____					
Address _____					
Supervisor _____					Reason for Leaving _____
Rate of Pay	Start _____		Final _____		

FROM TO
Month Year Month Year

Job Title and
Duties

Company _____

Address _____

Supervisor _____ Reason for Leaving _____

Rate of Pay Start _____ Final _____

FROM TO
Month Year Month Year

Job Title and
Duties

Company _____

Address _____

Supervisor _____ Reason for Leaving _____

Rate of Pay Start _____ Final _____

REFERENCES

Give below the names of three (3) persons not related to you, whom you have known at least one (1) year.

<u>Name</u>	<u>Address</u>	<u>Occupation</u>	<u>Years Acquainted</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

U.S. MILITARY SERVICE

Dates of Service: From: _____ To: _____ Branch: _____

Rank and Principal Duties: _____

Type of Discharge: _____

I hereby give Throop Borough the right to make a thorough investigation into my previous employment, education and references; and I release from all liability all persons, companies and corporations supplying such information. I release, indemnity and hold harmless Throop Borough from and against any and all liability which might result from making such an investigation.

I understand that any false answer, statement or representation made by me in this application shall constitute sufficient cause for discharge. I also understand that nothing contained in this employment application or granting of an interview is intended to create a contract between Throop Borough and myself for either employment or for the granting of benefits. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon Throop Borough unless made in writing. If an employment relationship is established, I understand and agree that it is not for a definite period of time and that I have the right to terminate my employment at any time and that Throop Borough retains a similar right.

I understand that, if accepted for employment, it is necessary to abide by the rules and policies of Throop Borough and that I will be on a regular three (3) month probation before being considered a regular employee.

Date: _____ Signature: _____

DO NOT WRITE BELOW THIS LINE

Interviewer	Date	Interviewer	Date
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Remarks	Remarks
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Signature _____ Date _____

Remarks _____

Job Title	Division	Starting Date	Starting Rate
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