# TOWN OF BLOOMSBURG APPLICATION FOR EMPLOYMENT

Please complete this application by typing or printing in ink. INCOMPLETE or UNSIGNED applications will not be considered. The Town of Bloomsburg is an equal opportunity employer. The Town of Bloomsburg does not discriminate on the basis of race, religion, color, sex, age, national origin, marital status or disability. Will you need an accommodation to participate in the application or interview process? Yes  $\bigcirc$  $\bigcirc$ No Name \_\_\_\_\_\_ Position Applying for: \_\_\_\_\_ Please list below any former (maiden, etc.) names or aliases to be used to verify previous employment and education: Address: Street Address City State Zip Phone Number(s): \_\_\_\_\_ Landline Cell Phone Other E-mail Address: Are you either a U.S. Citizen or alien who has the legal right to remain and work in the United States? Yes No Date you are available to begin work: \_\_\_\_\_ Have you previously been employed by the Town of Bloomsburg? Yes O No If yes, please indicate when and what Department: \_\_\_\_\_ **EDUCATIONAL BACKGROUND** Name and Location of Last High School Attended: Curriculum: GPA: Did you graduate? Oyes O No If No, did you earn a GED? Oyes O No Please list any College(s), University(ies), Technical, Graduate or Other Schools Attended: Did you graduate? Yes No Major: \_\_\_\_\_ GPA: \_\_\_\_ Did you graduate? Yes No Major: GPA:

If you are selected for an interview, you will be asked to supply copies of Diplomas, Certificates and/or Transcripts

MILITARY EXPERIENCE						
U.S. Military Branch:	Rank at Discharge:					
Type of Discharge:	Active Duty Entry Date: Discharge Date:					
Training or Specialty:						
	Please Attach DD214, if applicable					
LICENSES AND PROFESSIONAL CERTIFICATES						
Drivers License Number:	State of Issuance:					
Please list any other licenses or profe certificate/license number:	ssional certificates including type, issuing authority, date issued, expiration date and					
-	or certificate(s) ever been suspended, revoked or have you been placed on probation? cate date and reason:					
	GENERAL INFORMATION					
Social Security Number:						
Have you ever been convicted of a fe	lony? • Yes • No					
Have you ever been convicted of a m	isdemeanor? Yes No					
· · · · · · · · · · · · · · · · · · ·	bove questions, please fully describe the criminal conviction(s) listing the nature of e. A conviction may not disqualify you, but a false statement will.					
Have you ever been discharged from	a job? Yes No If yes, please explain fully:					
Can you perform the essential function	ons of the position for which you are applying? Yes No					
Jon portorin die obsernat fallene	and of the position for which job are applying.					

### EMPLOYMENT EXPERIENCE

Please list all previous employment for the past ten (10) years. You may attach a separate sheet of paper, if necessary. Please make sure all attached sheets contain your name at the top of each sheet.

<b>Employer Name:</b> Employer Address:		Phone No	
	e:	 Position Held:	
Reason for Leaving:			
Employer Name: Employer Address:		 	
	From:	 Position Held:	
Reason for Leaving:			
Employer Name: Employer Address:		Phone No	
	le:	 Position Held:	
Reason for Leaving:			
Employer Name: Employer Address:		 Phone No	
	e:	 Position Held:	
Reason for Leaving:			

#### **REFERENCES**

#### **PROFESSIONAL REFERENCES:**

Address:	Contact Number:
Address:	Contact Number:
Address:	Contact Number:
	Contact Number:
Address:	
PERSONAL REFERENCE Please list at least three (3) in	S: dividuals who you have known for at least three (3) years (do not list relatives):
PERSONAL REFERENCE Please list at least three (3) in Name: Address:	S:
PERSONAL REFERENCE Please list at least three (3) in Name: Address:  Vame: Address:	S: dividuals who you have known for at least three (3) years (do not list relatives):  Contact Number:
PERSONAL REFERENCE Please list at least three (3) in Plame: Address:  Jame: Address:  Jame: Address:	S:  dividuals who you have known for at least three (3) years (do not list relatives):  Contact Number:  Contact Number:

The information you provide on this application is subject to verification. Falsification or misrepresentations may disqualify you from consideration for employment or, if hired, may be grounds for termination at a later date. Do you want to be informed before we contact your present employer?  $\bigcirc$  Yes  $\bigcirc$  No

## PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED

- 1. I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire or, if hired, termination.
- 2. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the United States.
- 3. I understand that all positions with the Town of Bloomsburg are Public Sector positions and that my name may be made public through the application and/or hiring process.

4.	I authorize any of the persons or organizations referenced in this application to give you any and all information
	concerning my previous employment, education, or any other information they might have, personal or otherwise,
	with regard to any of the subjects covered by this application, and I release all such parties from all liability from
	any damages which may result from furnishing such information to you.

Applicant Signature	Submission Date

RETURN ALL APPLICATIONS TO:
Human Resources
Town of Bloomsburg
Town Hall
301 East Second Street, Third Floor
Bloomsburg PA 17815



**Questions may be directed to: (570) 784-7123, ext. 123** 

#### COMMITTED TO DIVERSITY AND EQUITY

The Town of Bloomsburg is committed to affirmative action by the way of providing equal employment opportunities for all persons without regard to race, religion, gender, age, national origin, sexual orientation, disability or veteran status.