

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 ☐ 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 ☐ No If yes, please indicate when and what Department: _____

EDUCATIONAL BACKGROUND

Name and Location of Last High School Attended: _____

Curriculum: _____ GPA: _____

Did you graduate? ☐ Yes ☐ No If No, did you earn a GED? ☐ Yes ☐ 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 professional certificates including type, issuing authority, date issued, expiration date and certificate/license number:

Has your professional license(s) and/or certificate(s) ever been suspended, revoked or have you been placed on probation?

☐ Yes ☐ No If Yes, please indicate date and reason: _____

GENERAL INFORMATION

Social Security Number: _____

Have you ever been convicted of a felony? ☐ Yes ☐ No

Have you ever been convicted of a misdemeanor? ☐ Yes ☐ No

If you answered yes to either of the above questions, please fully describe the criminal conviction(s) listing the nature of the offense and the date of occurrence. 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 functions of the position for which you are applying? ☐ Yes ☐ No

Were you referred by a current employee? If yes, please list who. _____

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.

Employer Name: _____ Phone No. _____
Employer Address: _____

Dates of Employment: From: _____ to _____ **Position Held:** _____
Supervisor Name & Title: _____
Responsibilities: _____

Reason for Leaving: _____

Employer Name: _____ Phone No _____
Employer Address: _____

Dates of Employment: From: _____ to _____ **Position Held:** _____
Supervisor Name & Title: _____
Responsibilities: _____

Reason for Leaving: _____

Employer Name: _____ Phone No _____
Employer Address: _____

Dates of Employment: From: _____ to _____ **Position Held:** _____
Supervisor Name & Title: _____
Responsibilities: _____

Reason for Leaving: _____

Employer Name: _____ Phone No _____
Employer Address: _____

Dates of Employment: From: _____ to _____ **Position Held:** _____
Supervisor Name & Title: _____
Responsibilities: _____

Reason for Leaving: _____

REFERENCES

PROFESSIONAL REFERENCES:

Please list at least three (3) supervisors, instructors or other individuals who can evaluate your work performance (do not list friends or relatives):

Name: _____ Contact Number: _____

Address: _____

Name: _____ Contact Number: _____

Address: _____

Name: _____ Contact Number: _____

Address: _____

Name: _____ Contact Number: _____

Address: _____

PERSONAL REFERENCES:

Please list at least three (3) individuals who you have known for at least three (3) years (do not list relatives):

Name: _____ Contact Number: _____

Address: _____

Name: _____ Contact Number: _____

Address: _____

Name: _____ Contact Number: _____

Address: _____

Name: _____ Contact Number: _____

Address: _____

Please indicate if you authorize a representative of the Town of Bloomsburg to contact the professional and personal references you have listed above: ☐ Yes ☐ No

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? ☐ Yes ☐ 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.