

MUNICIPALITY OF MURRYSVILLE

The Municipality of Murrysville is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, religion, national origin, sex, age, non-job related disability or veteran status. All information requested on this application form is solicited for the purpose of determining abilities and skills required for proper job placement and to facilitate verification of the information requested.

INSTRUCTIONS: This application must be completed in its entirety. Please print in ink. If because of a disability, you need assistance in completing this application form, or if you have questions, please notify the Chief Administrator at 724-327-2100.

APPLICATION FOR EMPLOYMENT

Date_____

Name_____

Soc. Security No._____

Present Address_____

No. Street City State Zip

How many years have you lived at this address?_____ Telephone No. (Home)_____
(For Message) _____

Email Address:_____

Job(s) applied for: 1. _____

2. _____

Full-Time ___ Part-Time___ Part-Time Student___ Summer Only___

Part-Time Seasonal___ Temporary___

Have you worked for us before? No___ Yes___ If yes, when and where?_____

If hired, on what date will you be able to start work?_____

List any friends or relatives working for us_____

Are you legally eligible for employment in this country? Yes___ No___
(Proof of U.S. Citizenship or immigration status will be required upon employment)

Are you 18 years old or over? Yes___ No___(If under 18, you must furnish a work permit)

Have you ever been discharged or asked to resign? No____ Yes____ If yes, explain in full.

Have you ever been arrested and convicted of a felony or misdemeanor? No____ Yes____
On probation? No____ Yes____ If yes to either, describe in full (including dates).

NOTE: Arrests and convictions are not an automatic bar to employment. All circumstances will be considered.

Have you ever been refused a bond by an employer? No____ Yes____

MILITARY SERVICE RECORD

Were you in the U.S. Armed Forces? No____ Yes ____ . If Yes, what branch?_____

Dates of Duty: From _____ to _____
Month Day Year Month Day Year

Rank at Discharge:_____

List duties in the service including special training_____

Are you presently in the Armed Forces Reserve? No____ Yes____

Active____ Inactive____ Branch_____

EDUCATION

Circle highest grade completed: 5 6 7 8 9 10 11 12 College: 1 2 3 4 5 6

High School

College-give highest degree received

Name_____

Name_____

Address_____
City State

Address_____
City State

Graduated? No____ Yes____

Graduated? No____ Yes____

Course of Study_____

Course of Study_____

If NOT a high school graduate, do you have an
equivalency diploma? No____ Yes____

Degree _____

JOB KNOWLEDGE AND ABILITIES

Indicate below job skills you've acquired and equipment you can operate? Include time spent in each area (years, months, weeks).

<u>Skills</u>	<u>How Much Time</u>	<u>Equipment</u>	<u>How Much Time</u>
Mechanical	_____	Truck Driver	
Electrical	_____	Van	_____
Building Construction	_____	Flatbed	_____
Plumbing	_____	Forklift	_____
Storm Sewer Work	_____	Typewriter (wpm)	_____
Customer Service	_____	Key Punch	_____
Dispatching	_____	Computer	_____
Truck Maintenance	_____	Word Processing	_____
Car Maintenance	_____	Calculator	_____
Security	_____	Drill Press	_____
Drafting	_____	Arc Welder	_____
Blueprint Reading	_____	Radial Arm Saw	_____
Bookkeeping	_____	Component Saws	_____
Other	_____	Other	_____
_____	_____	_____	_____

EMPLOYMENT HISTORY

List all employment for the past ten years, beginning with current or most recent position.

Employer: _____

Address: _____

Job Title: _____

Dates Employed: From: _____ To: _____

Detailed Description of Duties: _____

Supervisor's Name _____ Supervisor's Phone No. _____

Reason for Leaving _____

Hourly Rate/Salary: Starting _____ Ending _____

Will this supervisor/employer give a good job reference? Yes____ No____
If no, explain_____

Were you:
Discharged or asked to resign by this employer? Yes____ No____
Ever disciplined (given a written warning, suspended, denied
a pay increase , etc.) by this employer? Yes____ No____

If yes to any of the above, please explain:_____

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Address: _____

Job Title: _____

Dates Employed: From:_____ To:_____

Detailed Description of Duties:_____

Supervisor's Name_____ Supervisor's Phone No._____

Reason for Leaving_____

Hourly Rate/Salary: Starting_____ Ending_____

Will this supervisor/employer give a good job reference? Yes____ No____
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If yes to any of the above, please explain: _____

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CHARACTER REFERENCE

Do not refer to casual acquaintances, previous employers or relatives. Refer to three people whom you know well either personally or in business.

1. Name: _____ Address: _____

Phone: _____ Number of Years Known: _____

2. Name: _____ Address: _____

Phone: _____

3. Name: _____ Address: _____

Phone: _____ Number of Years Known: _____

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the Employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the Employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary.

I give the employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. In addition, if employment is offered, it will be subject to the terms of Murrysville policies and procedures.

I hereby acknowledge that I have read this section of the employment application and fully understand the meaning and effect of signing this form.

Date: _____ Signature of Applicant: _____

*This application is void after one year.

Municipality of Murrysville
4100 Sardis Road
Murrysville, PA 15568

11/19/03