

**Borough of Bellefonte**  
**Employment Application**

**236 W. Lamb Street**  
**Bellefonte, PA 16823**  
**(814) 355-1501**  
**(814) 353-2315 FAX**

---

Please complete all parts of the application, attach a personal resume and return your information to the Borough of Bellefonte. If you have no information to enter in a section, please write N/A.

**Administrative Assistant to the Borough Manager**

The Administrative Assistant to the Borough Manager provides a wide variety of highly responsible administrative duties; serves as an administrative secretary to the Borough Manager; manages, organizes and processes all official records of the Borough; coordinates public meetings of staff, the Borough Council, and Boards and Commissions; administers borough general liability insurance and workers compensation claims; and has knowledge of local government codes, ordinances, and their enforcement. Excellent communication, organizational, document management and record keeping skills are required.

Minimum Qualifications: Associate Degree from a business school, college or university in a related field plus two years of progressively responsible administrative experience with knowledge of local government codes and ordinances, grammatical and technical writing rules and standards, accounting principles, computer systems including Microsoft Office Suite and XP Professional or an equivalent combination of education and experience.

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or disability which does not prevent the applicant from being capable of performing the essential functions of a position, with or without reasonable accommodation. The Borough of Bellefonte is an Equal Opportunity Employer.

**PERSONAL**

Today's Date: \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_  
Street Address Home Phone

\_\_\_\_\_ City State Business Phone

\_\_\_\_\_ Email Address Message or Cell Phone

Date Available to Start: \_\_\_\_\_

- Were you employed by the Borough of Bellefonte before?  Yes  No

If yes, give dates \_\_\_\_\_  
and position held \_\_\_\_\_

- Do you possess a valid PA Drivers License?  Yes  No
- Will any outside activity interfere with your job performance?  Yes  No
- Will you provide the \$10.00 for a background record check(s) if required?  Yes  No

## EDUCATION

School	Name and Address of School	Course of Study	Years Completed (circle)	Did You Graduate?	Degree or Diploma
High School			9 10 11 12	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Technical School / Community College			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other College, University, Graduate School or Military			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## EMPLOYMENT EXPERIENCE

List below all present and past employment. Begin with your present or most recent employer.

Employer	Telephone
Address	Employed from _____ to _____
Job Title and Primary Job Duties:	Salary or hourly rate
Reason for leaving:	Name of Supervisor
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer	Telephone
Address	Employed from _____ to _____
Job Title and Primary Job Duties	Salary or hourly rate
Reason for leaving:	Name of Supervisor
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer	Telephone
Address	Employed from _____ to _____
Job Title and Primary Job Duties	Salary or hourly rate
Reason for leaving:	Name of Supervisor
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer	Telephone
Address	Employed from _____ to _____
Job Title and Primary Job Duties	Salary or hourly rate
Reason for leaving:	Name of Supervisor
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

The required resume may include additional employers.

<p>Use this space to list or summarize any additional information necessary to describe your full qualifications for this position (For example: training, certifications, licenses and/or memberships).</p>
--

# PERSONAL REFERENCES

List three references who are not related to you.

Name	Address	Position	Phone Number
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

## GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer "Yes" to any question, you must list all Offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

**Criminal Offense:** includes felonies, misdemeanors, summary offenses and convictions resulting from a Plea of "nolo contendere" (no contest).

**Conviction** is an adjudication of guilt and includes determinations before a court, a district justice or a Magistrate, which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18<sup>th</sup> birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal offense?  Yes  No

Are you currently under charges for a criminal offense?  Yes  No

Have you ever forfeited bond or collateral in connection with a criminal offense?  Yes  No

Within the last ten years, have you been fired from any job for any reason?  Yes  No

Within the last ten years, have you quit a job after being notified that you would be fired?  Yes  No

**Note: If you answered "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of Paper, including dates, and attach it to this application.**

**AGREEMENT**

I hereby certify that the above information to the best of my knowledge is true, accurate and complete. Any misrepresentation or willful omissions of facts shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and records become the property of the Borough of Bellefonte which reserves the right to accept or reject it. I further agree to observe all rules, regulations and policies of the Borough now in force and effect or as they may change during my employment, if I am employed by the Borough of Bellefonte.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

I hereby authorize the Borough of Bellefonte to conduct work history, personal reference, or police record inquiries to determine my acceptability for employment.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Return the completed application to the  
Borough of Bellefonte  
236 West Lamb Street  
Bellefonte, PA 16823**

**Telephone: 355-1501**

**Deadline for Submittal: Open August 10, 2020**