

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.

ZONING/PLANNING/HARB ADMINISTRATOR

The Zoning/Planning HARB Officer/Administrator is a skilled position that requires a highly motivated, energetic, creative and a detail-oriented individual capable of exercising good judgment and who possesses relevant experience as it applies to the administration of an historic district ordinance, zoning and planning administration.

The Zoning Officer performs professional work promoting, facilitating, and coordinating planning and zoning including but not limited to: reviews applications for variances, conditional use permits, subdivisions and zoning changes; prepares recommendations to the Planning Commission, the Borough Manager, and/or Borough Council consistent with the Borough Code; coordinates assistance on planning and zoning issues with Borough Engineer, Building Code Inspector, etc.; reviews building permits, including review of site plans; issues building permits for new residential construction, remodels, additions, garages, and other miscellaneous items, and forwards requests to the Building Code Inspector; initiates enforcement proceedings when code violations occur; prepares letters and/or contacts property owners by phone; refers to Borough Attorney if unresolved; meets with property owners to resolve conflict with neighbors.

In addition, functions as administrative officer for both the Planning Commission and HARB making sure packets are prepared accurately and in a timely manner allowing both the Commission and HARB members time to prepare for the meetings. The successful candidate also prepares the room for the meetings and facilitates any administrative needs of the Commission on Board Chairman.

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.

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).

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 18th 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: Monday, January 31, 2020 at 4:00 PM