

Borough of Bellefonte Employment Application

**301 N. Spring Street
Bellefonte, PA 16823
(814) 355-1501**

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.

Police Department Administrative Assistant

The full-time Administrative Assistant for the Bellefonte Borough Police Department provides clerical and administrative support to ensure efficient daily operations. This position serves as a key point of contact for the public, law enforcement personnel, and outside agencies. Responsibilities include managing records, processing official requests, handling sensitive information, and assisting with the coordination of departmental activities.

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
301 N. Spring Street
Bellefonte, PA 16823**

**Adoherty@bellefontepa.gov
Telephone: (814) 355-1501**

Deadline for Submittal: Position open until filled.