Borough of Bellefonte
Employment Application

301 North Spring Street Suite 200
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.

STREETS LABORER – PUBLIC WORKS DEPARTMENT

Duties include but are not limited to the operation of street maintenance vehicles and equipment such as pavement marking equipment, tractors, garbage trucks, leaf collection equipment, street sweepers, mowers, snowplows, salt spreaders, compressors, and jackhammers. Maintenance tasks include paving/hot patching, road line painting, carpentry work, concrete finishing, collection of grass, leaves, and brush, small repairs, traffic control, cleaning and repair of storm drains, storm sewers and ditches, work with refuse department and any related work as needed. Most work is performed outdoors and some tasks may be required to be performed regardless of weather conditions. This is a non-exempt, union position.

This position requires heavy physical effort. A valid PA driver's license with clean driving record and a Class A or B CDL is required (A is Preferred).

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	□ Yes □ No	
Technical School / Community College			1 2 3 4	□ Yes □ No	
College			1 2 3 4	□ Yes □ No	
Other College, University, Graduate School or Military			1 2 3 4	□ Yes □ 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? □ Yes □ No	

Employer	Telephone
Address	Employed from _____to_____
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Reason for leaving:	Name of Supervisor
May we contact this employer? □ Yes □ No	

Employer	Telephone
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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? □ Yes □ 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 North Spring Street
Bellefonte, PA 16823
Telephone: (814) 355-1501

Deadline for Submittal: Position will be open until filled