



Municipality of Monroeville

Application for Employment

Monroeville is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, religion, national origin, ancestry, sex, disabilities or age (40 and over). Reasonable accommodations for the needs of otherwise qualified applicants with disabilities will be made upon request. 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. All information is subject to verification. Any omissions or erroneous statements may be cause for rejection of this application, removal from eligibility, or discharge from the Municipality. Please print in ink or type. If, because of a disability, you need assistance completing this application, please notify the Director of HR, (412) 856-3306.

Applicant Information

Position applied for: Full-Time Part-Time Seasonal

Name: Last First Middle

Address: City State Zip

Length of Residence: E-mail:

Cell Phone: () Home Phone: ()

Applicants for Full-Time Public Works, Police/Fire Civil Service Only:

Driver's License Number: State:

Are you at least 18 years old? Yes No
If no, do you have a work permit? Yes No

Are you a United States citizen or authorized to work in the United States? Yes No
(Proof of citizenship or authorization will be required upon employment.)

Have you ever been employed by Monroeville? Yes No
Dates: _____ Department: _____ Position: _____

Have you ever filed a previous application with Monroeville? Yes No
If yes, give date and position applied for: _____

May we contact your current employer? Yes No
If no, please identify someone familiar with your performance for your current employer whom we may contact. Name: _____ Phone Number: _____

Can you work:

Evenings? Yes No

Nights? Yes No

Weekends? Yes No

| Education | | | | |
|--|-----------|---|---|---|
| Last High School Attended: Name: | | Highest grade completed: (circle one) | | Do you have a High School Diploma or G.E.D. certificate? |
| Location: | | 9 | 10 | 11 |
| | | 12 | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Colleges, universities, trade or technical schools or apprenticeship programs: | | | | |
| Name | Location | Number of years/months attended | Degree, credits, certificates or licenses earned | |
| | | | | |
| Military | | | | |
| Branch of Service: | | Length of Service: | | Rank at Separation: |
| Reserve Requirements: | | | Specialized Training: | |
| Discharge Status: | Honorable | Dishonorable | Medical | Other(Specify) |
| Other Qualifications | | | | |
| Describe the types of equipment you are capable of operating (machines, vehicles, computers, etc.). | | | List any trade, professional or skills certificates you hold. | |
| Summarize special skills, abilities or experiences which qualify you for this position. | | | | |
| Background | | | | |
| POLICE OFFICER APPLICANTS ONLY: | | | | |
| Have you ever been convicted of a crime other than a traffic violation? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| If yes, explain: | | | | |
| ALL OTHER APPLICANTS: | | | | |
| Have you ever been convicted of a criminal offense involving dishonesty; breach of trust; offenses against children; use, possession, distribution, sale, or manufacture of drugs; violence or threats of violence or use of weapons for which you have not been pardoned or which has not been expunged? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| If yes, explain: | | | | |
| <i>NOTE: Criminal convictions are not necessarily a bar to employment; all relevant circumstances will be considered.</i> | | | | |

MONROEVILLE IS AN EQUAL OPPORTUNITY EMPLOYER

Employment History

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

Employer:

Address:

City:

State:

ZIP:

Supervisor's Name:

Supervisor's Phone Number:

Position:

How long? From:

To:

Description of Duties:

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

Ever counseled or warned about excessive absenteeism or tardiness by this employer?

Yes No

If yes to any of the above, please explain

Employer:

Address:

City:

State:

ZIP:

Supervisor's Name:

Supervisor's Phone Number:

Position:

How long? From:

To:

Description of Duties:

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

Ever counseled or warned about excessive absenteeism or tardiness by this employer?

Yes No

If yes to any of the above, please explain

If you need additional space, please continue on a separate sheet of paper.

References

Please list three references other than former employers or relatives

| Name/Address: | Phone Number: | Relationship: |
|---------------|---------------|---------------|
| | | |
| | | |
| | | |

Please attach a resumé, if available.

Certification, Authorization and Agreement

"I certify that the information supplied by me on this application form and in my resume, if any, is true and complete and does not contain any falsifications, omissions, or concealments of material fact. I authorize Monroeville to investigate the truth of this information and of any other information I may supply during a pre-employment interview, I further authorize every school, employer, person and agency identified by me on this form or in my resume to release any and all verifying information Monroeville may solicit from it or them. I further authorize Monroeville to investigate my criminal history and other aspects of my personal history, including my character and general reputation. If my application is denied in whole or in part because of information contained in a criminal history records report, Monroeville will so advise me.

I hereby release all law enforcement agencies, my former employers, all educational institutions and programs, their representatives and agents, and every other person identified by me on this form or in my resume from liability for any damage or injury to me arising out of the release of information requested by Monroeville.

I understand and agree that Monroeville's acceptance of this employment application does not constitute any promise, express or implied, that I will be hired. I further understand that Monroeville does not guarantee anyone employment for any specific length of time. I therefore agree that, if I am hired, my employment may be terminated by either me or by Monroeville at any time without notice or cause.

I further understand and agree that any offer of employment Monroeville may make to me (and, if I am hired, my continued employment) will be contingent upon my submission of evidence verifying that I am authorized to work in the United States and may be contingent on my taking and passing a pre-employment substance abuse screen and a pre-employment health examination. I understand that failure to pass required substance abuse screens or health examinations may result in withdraw of offer. In addition, I understand and agree that any changes in the information on my application which may occur during employment will be reported by me within 48 hours to the Municipality.

I certify that I am not a party to any contract or other obligation which would limit, interfere with or restrict my ability to work for Monroeville in any way.

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

| | |
|-------------------------|-------|
| Signature of Applicant: | Date: |
|-------------------------|-------|

Monroeville, PA
2700 Monroeville Blvd
Monroeville, PA 15146
(412) 856-1000

Revised 01/15/2017