

BOROUGH OF CARLISLE

"Committed To Excellence In Community Service"

EMPLOYMENT APPLICATION

The Borough of Carlisle is dedicated to providing a diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to actual or perceived race, color, religious creed, ancestry, national origin, disability, sexual orientation, gender identity or gender expression.

Position You Are Applying For: _____ Desired Pay (optional): _____

Date Available to Work: _____ Applying For: FT PT Seasonal Hrs. Per Week: _____

GENERAL INFORMATION

First Name: _____ Last Name: _____ Email Address: _____

Address (Street, Apt. #, City, State, Zip): _____ Phone Number: _____

Do you live within in the Borough of Carlisle? Yes No
How did you hear about this job? _____

Are you legally eligible to be employed in the U.S.? Yes No
(Proof of identity and eligibility are required upon employment.)

Have you ever worked for the Borough of Carlisle? If yes, provide Position, Dates Employed, Supervisor's Name, and Reason for Leaving: _____

Do you have a valid Pennsylvania Driver's License? Yes No
Are you related in any way to anyone who is currently employed by the Borough of Carlisle? Yes No

Can you perform the essential functions of the position for which you are applying? Yes No
If no, please explain. If you have any question as to what functions are applicable to the position for which you are applying, please ask Human Resources before you answer this question.

EDUCATION

High School: _____ City, State: _____ Did you graduate? Yes No
Year: _____

College/University: _____ City, State: _____ Did you graduate? Yes No
Year: _____

Degree/Certification: _____
Technical/Other School/Training: _____ City, State: _____ Did you graduate? Yes No
Year: _____

Degree/Certification: _____
Professional Licenses or Certifications: _____ Year: _____

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MILITARY SERVICE

Have you ever served in the U.S. Armed Forces? Yes No

Branch: From Date: To Date: Rank at Discharge:

WORK HISTORY

Please explain employment gaps of 3 months or more.

Company:	Phone:
Address/City/State:	Supervisor:
Job Title:	From Date: To Date:
Duties Performed:	
Reason for leaving:	

Company:	Phone:
Address/City/State:	Supervisor:
Job Title:	From Date: To Date:
Duties Performed:	
Reason for leaving:	

Company:	Phone:
Address/City/State:	Supervisor:
Job Title:	From Date: To Date:
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WORK HISTORY (continued)	
Company:	Phone:
Address/City/State:	Supervisor:
Job Title:	From Date: To Date:
Duties Performed:	
Reason for leaving:	

Company:	Phone:
Address/City/State:	Supervisor:
Job Title:	From Date: To Date:
Duties Performed:	
Reason for leaving:	

READ AND SIGN

I understand that failure to reveal any prior employer, or giving false or misleading information by me on any part of this Employment Application can result in disqualification for employment consideration or, if hired, may be grounds for termination. I understand that if I am hired, my employment is for no definite time and may be terminated with or without cause at any time without prior notice.

Signed: _____

Date: _____

Submit your completed application to Amy Berrier, HR/Risk Management Manager at aberrier@carlislepa.org. You can also mail or drop off your application to Carlisle Borough Hall, 53 W. South St., Carlisle, PA 17013 or Stuart Community Center, 415 Franklin Street, Carlisle, PA 17013. Applications may also be faxed to 717-240-6615.