

GENERAL INFORMATION FOR APPLICANTS

APPLICATIONS FOR EMPLOYMENT WITH THE BOROUGH OF FORD CITY ARE AVAILABLE ONLY WHEN A VACANCY EXISTS AND ONLY FOR THE TIME PERIOD SPECIFIED IN THE ANNOUNCEMENT. APPLICATIONS ARE AVAILABLE BY MAIL OR IN PERSON. IT IS NOT THE BOROUGH'S POLICY TO FAX OR EXPRESS MAIL APPLICATION PACKETS.

FILING OF APPLICATION – A formal application and skill inventory/supplemental questionnaire (if requested) must be fully completed and submitted to be considered for the position for which you are applying. RESUMES ALONE ARE NOT SUFFICIENT FOR CONSIDERATION, but are encouraged as a supplement to the application.

CLOSING DATE – Applications may be filed in person, by FAX, or by U.S. mail. All applications must be received by 4:00 p.m. on the CLOSING DATE unless otherwise indicated.

SCREENING – The quality and completeness of the information that you provide on the application form and skill inventory/supplemental questionnaire may determine whether or not you are called for an interview. THE APPLICATION FORM AND SKILLS INVENTORY/SUPPLEMENTAL QUESTIONNAIRE MUST BE COMPLETED IN THE ENTIRETY IN ORDER FOR YOU TO BE CONSIDERED FOR A POSITION. Incomplete answers or "see resume" will result in your losing points in the rating process and possibly will prevent from being considered further. Require that applicant provide a DOL Abstract of his/her driver's license for the last three (3) years.

TESTING – Knowledge, skill and/or physical testing may be required to measure a candidate's ability to perform essential functions of the position for which they are applying. Testing may include typing, 10 key, spelling, composition, mathematics, functions, code or ordinance interpretation, equipment operation, maintenance and repair skills, etc. Scores of these or other tests will be taken into consideration in determining whether a candidate continues in the selection process.

NOTIFICATION – Persons selected for interview will be notified within fifteen (15) business days following the position closing date on the job announcement. If you need special accommodation during the interview phase of the selection process, please provide the Borough seventy-two (72) hours advanced notice. The Borough endeavors to reasonably accommodate everyone. All applicants who are interviewed will be notified of the results on the interview process by letter.

NOT SELECTED – No formal notification will be sent by the Borough to applicants not selected for an interview. SHOULD THE SAME OR ANOTHER POSITION OPEN FOR WHICH YOU WISH TO APPLY, YOU MUST COMPLETE A NEW APPLICATION AND SKILLS INVENTORY/SUPPLEMENTAL QUESTIONNAIRE TO BE CONSIDERED FOR THE NEW OPENING.

EMPLOYMENT

Applicants who are offered employment with the Borough of Ford City will be required to provide proof of identity and authorization to work in the United States. This requirement is the result of the 1986 Federal Immigration Reform and Control Act (IRCA). This law prohibits the hiring of unauthorized aliens. A list of acceptable documents verifying identity and authorization to work will be provided to applicants who are offered employment.

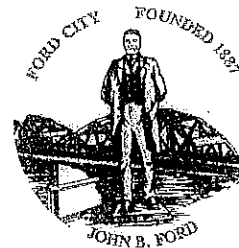
HOURS OF WORK – The normal work week is forty (40) hours, Monday through Friday for full time employees. The normal work week is thirty-two (32) hours Monday through Friday for part time employees. The normal work week is thirty-two (32) hours Monday through Friday for summer employees. Some weekend, evening, holiday or overtime work may be required.

AT-WILL EMPLOYMENT – Except for those employees, who are under contract, all employees are considered "at-will" employees. The employment relationship may be terminated by the Borough or the employee at any time.

CAREER OPPORTUNITIES – The Borough encourages career development for its employees and, when possible, seeks to promote qualified employees from within the Borough.

EEO NOTE – The Borough of Ford City does not discriminate in hiring on the basis of race, creed, color, ethnicity, national origin, sex, age, or marital status. In compliance with the Americans with Disabilities Act, the Borough, recognizing the essential elements of the job, will determine reasonable accommodations to enable you safely and effectively to perform the job for which you are applying.

Return to:
 Ford City Borough
 P.O. Box 112
 Ford City, PA 16226
 Phone: (724) 763-3080
 Fax: (724) 763-3081



**EMPLOYMENT APPLICATION
 FORD CITY BOROUGH**

The Borough of Ford City is an equal opportunity employer. Qualified applicants receive consideration for employment without discrimination because of race, national origin, sex, age, marital status, veteran status, sexual orientation, and the presence of disability.

Federal Law requires anyone employed by the Borough to present proof of identity and proof of authorization to work in the United States with, three (3) days of hire.

Position Applied for	Today's Date
Last Name	First Name
Street Address	
City, State, Zip	
Valid PA State Driver's? <input type="checkbox"/> yes <input type="checkbox"/> no If other State, which? _____ (A valid driver's license is required only where stated on the job announcement)	
Home Telephone:	Work Telephone
Alternate Telephone: (Give number where you may be reached or a message may be left from 9:00 a.m. to 4:00 p.m.)	
I have received and read the job announcement for this position and can perform the essential job functions with or without reasonable accommodation. <input type="checkbox"/> yes <input type="checkbox"/> no	

TRAINING AND EDUCATION

Circle highest grade completed:	8	9	10	11	12	GED
COLLEGES/OTHER TRAINING	SUBJECT/MAJOR		DEGREE/CERTIFICATE			

EQUIPMENT, OFFICE AND COMPUTER SKILLS

Describe computer and other equipment operation skills. Include programs used, typing speed and other information relevant to the job for which you are applying:

CRIMINAL CONVICTION (Conviction does not automatically bar you from employment. Each case considered separately base on job duties/area performed).
 Have you been convicted of a felony or served time in prison within the last seven (7) years: yes no

TRAFFIC VIOLATIONS (If position for which you have applied involves driving): Have you ever been convicted, pleaded no contention or paid a fine for any traffic violations in the past three- (3) years?
 yes no If yes please explain:

Employment History - List employment for the past ten (10) years (attach additional page if necessary)

Employer's Name		Position	
City and State		Starting Salary	Last Salary
From	To	Hours worked per Week	
Supervisor		Supervisor's Telephone Number	
May we contact this supervisor for a reference:		<input type="checkbox"/> yes	<input type="checkbox"/> no
Primary Duties:			
Number of employees supervised by you:		Reason for leaving:	

Employer's Name		Position	
City and State		Starting Salary	Last Salary
From	To	Hours worked per Week	
Supervisor		Supervisor's Telephone Number	
May we contact this supervisor for a reference:		<input type="checkbox"/> yes	<input type="checkbox"/> no
Primary Duties:			
Number of employees supervised by you:		Reason for leaving:	

Employer's Name		Position	
City and State		Starting Salary	Last Salary
From	To	Hours worked per Week	
Supervisor		Supervisor's Telephone Number	
May we contact this supervisor for a reference:		<input type="checkbox"/> yes	<input type="checkbox"/> no
Primary Duties:			
Number of employees supervised by you:		Reason for leaving:	

References (please list below any people in addition to supervisors listed above who can responsibly evaluate your work performance)

NAME	WORK RELATIONSHIP TO YOU	PHONE

AGREEMENT, CERTIFICATION AND AUTHORIZATION

I hereby certify, under the penalty of perjury in the State of Pennsylvania, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I understand that falsification of this application will be grounds for elimination from further consideration of, if employed, for dismissal at anytime. I authorize any previous employers and all schools or educational and technical institutions which I have attended to furnish the Borough of Ford City my record, reason for leaving and all information they may have concerning me. I hereby release any such current or former employers or institutions, their agents or employees and the Borough of Ford City from all liability for any damage whatsoever arising therefrom. I authorize investigation of all statements in this application.

SIGNATURE OF APPLICANT

DATE

FORD CITY BOROUGH

P.O. Box 112
Ford City, PA 16226
Phone: (724) 763-3081
Fax: (724) 763-3080

**AUTHORIZATION FOR BACKGROUND
INVESTIGATION**

I, _____, hereby authorize the Borough of Ford City or an independent investigating agency to conduct a thorough investigation of my personal and professional background including credit, criminal, and driving records.

I hereby release any current or former employers or institutions, their agents or employees from any and all liability resulting from the release of such information. My authorization and release from liability are voluntary acts. This authorization shall be effective for pre-employment investigations of the Borough of Ford City only.

It is my intention that any copy of this authorization be as effective as is the original.

PLEASE PROVIDE THE FOLLOWING INFORMATION

Applicant's Name: _____
Last First Middle

Alias/Maiden/Other Name(s): _____

Driver's License Number: _____ State: _____

Position Applied for: _____

Signature

Date