

BOROUGH OF FOREST HILLS

APPLICATION FOR EMPLOYMENT

The Borough of Forest Hills is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, religion, national origin, ancestry, sex, non-job related disabilities or age (40 and over). 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. Please print in ink or type. If, because of a disability, you need assistance in completing this application form, please notify the Municipal Manager (412-351-7330).

Position applied for:		<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
Name	<i>Last</i>	<i>First</i>	<i>Middle</i>
Address		City	State/Zip
Phone	<i>Day</i>	<i>Night</i>	For full time public works, police/fire civil service only: Drivers License: _____ <i>Number</i> <i>State</i>
	()	()	
Social Security Number	Length of Residence		
— —			

Are you at least 18 years old? Yes No

If no, do you have a work permit? Yes No

At time of hire, will you be able to demonstrate that you are legally authorized to work in the United States? Yes No

(Proof of authorization will be required upon employment)

Have you ever filed an application with Forest Hills? Yes No

If yes, give date: _____

Have you ever been employed by Forest Hills? Yes No

If yes, give date: _____

May we contact your current employer? Yes No

If no, please identify someone familiar with your performance for your current employer that we may contact:

Name *Phone Number*

Can you work: **Evenings?** Yes No

Nights? Yes No

Weekends? Yes No

Education

Last High School Attended: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <i>Name</i> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <i>Location</i>	Highest grade completed: (circle one) 9 10 11 12	Do you have a high school diploma or GED certificate? <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 acquired

Military

Branch of Service:	Length of Service:	Rank at Separation:
Reserve Requirements:	Specialized Training:	

Other Qualifications

Describe the types of equipment you are capable of operating (machines, vehicles, computers, etc.):	List any trade, professional or skill 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? If yes, explain: _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
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; driving under the influence; violence or threats of violence or use of weapons for which you have not been pardoned or which has not been expunged? If yes, explain: _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Note: Criminal convictions are not necessarily a bar to employment; all relevant circumstances will be considered.	

Employment History

List all employment for the past ten (10) years, beginning with current or most recent position.

Employer	Dates Employed From _____ To _____	Job Title
Address		Description of Duties
Supervisor's Name		
Supervisor's Phone Number		Reason for Leaving
Hourly Rate/Salary Starting _____ Ending _____		
Will this supervisor/employer give a good job reference? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain:		
Were you: Discharged or asked to resign by this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Ever disciplined (given a written warning, suspended, denied a pay increase, etc.) by this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Ever counseled or warned about excessive absenteeism or tardiness by this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes to any of the above, please explain:		

Employer	Dates Employed From _____ To _____	Job Title
Address		Description of Duties
Supervisor's Name		
Supervisor's Phone Number		Reason for Leaving
Hourly Rate/Salary Starting _____ Ending _____		
Will this supervisor/employer give a good job reference? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain:		
Were you: Discharged or asked to resign by this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Ever disciplined (given a written warning, suspended, denied a pay increase, etc.) by this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Ever counseled or warned about excessive absenteeism or tardiness by this employer? <input type="checkbox"/> Yes <input type="checkbox"/> 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 relatives or former employers:

Name/Phone Number	Address	Relationship
1.		
2.		
3.		

Please attach a resume 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 Forest Hills 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 Forest Hills may solicit from it or them. I further authorize Forest Hills 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, Forest Hills will so advise me.

"I hereby release all law enforcement agencies, my former employers, all educational institutions and programs 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 Forest Hills.

"I understand and agree that Forest Hills' acceptance of this employment application does not constitute any promise, express or implied, that I will be hired. I further understand that Forest Hills does not guarantee any one 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 Forest Hills at any time without notice or cause.

"I understand that if I am a successful applicant for a police position I must submit the results of a test for hepatitis C from a physician approved by the Borough prior to employment."

"I further understand and agree that any offer of employment Forest Hills 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 upon my taking and passing physical examinations and drug tests.

"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 Forest Hills 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."

Borough of Forest Hills
4400 Greensburg Pike
Pittsburgh, PA 15221
(412) 351-7330

Signed

Date

The Borough of Forest Hills is an Equal Opportunity Government