

# APPLICATION FOR EMPLOYMENT

**Borough Of Matamoras**  
**PERSONNEL SERVICES DEPARTMENT**  
**10 Avenue I, Ste. #1**  
**Matamoras, Pa 18336**  
**(570) 491-2771**

The **Borough Of Matamoras** is an equal Opportunity employer. We encourage all persons to file applications with us and we do not discriminate on the basis of race, color, religion, age, sex, national origin, veteran status, and mental or physical disability.

All job offers are contingent upon the successful completion of a background process, which may include a police records check and a medical examination which includes drug screening.

PLEASE TYPE OR PRINT LEGIBLY; THIS APPLICATION IS PART OF THE EXAMINATION PROCESS

PRINT EXACT TITLE OF THE POSITION YOU ARE APPLYING FOR:		ARE YOU UNDER 18 YEARS OF AGE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
ENTER JOB BULLETIN NUMBER (See lower left corner of job announcement flyer if any)		APPLICANT, CHECK ONLY IF APPLYING FOR A PUBLIC SAFETY POSITION. ARE YOU OVER 60 YEARS OF AGE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
PRINT YOUR FULL NAME:  <div style="display: flex; justify-content: space-around;"><span>(Last)</span><span>(First)</span><span>(Middle)</span></div>		TELEPHONE/CONTACT INFORMATION: HOME: ( ) - BUSINESS: ( ) - CELL: ( ) - E-MAIL:	
ADDRESS:  <div style="display: flex; justify-content: space-around;"><span>(Number)</span><span>(Street)</span><span>(Apt. No.)</span></div> <div style="display: flex; justify-content: space-around;"><span>(City)</span><span>(State)</span><span>(Zip Code)</span></div>		DRIVER'S LICENSE#: STATE: CLASS: EXPIRATION DATE: / / RESTRICTIONS:	
SOCIAL SECURITY NUMBER	WHAT LANGUAGES OTHER THAN ENGLISH DO YOU SPEAK AND UNDERSTAND FLUENTLY?	HAVE YOU THE LEGAL RIGHT TO WORK PERMANENTLY IN THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO	
HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR OR FELONY BY A COURT OF LAW OR A MILITARY TRIBUNAL? <input type="checkbox"/> YES <input type="checkbox"/> NO		ARE YOU RELATED TO ANYONE WORKING FOR THE <b>Borough of Matamoras</b> YES <input type="checkbox"/> NO <input type="checkbox"/>	
IF YES, GIVE DETAILS BELOW. EMPLOYABILITY WILL DEPEND UPON THE NATURE OF THE OFFENSE, THE JOB IN QUESTION. AND THE CONDUCT OF THE APPLICANT SINCE THE OFFENSE WAS COMMITTED.		NAME OF RELATIVE: RELATIONSHIP:	
DATE	CITY AND STATE	OFFENSE	PENALTY OR DISPOSITION
/ /			
/ /			

EDUCATION				
CHECK HIGHEST GRADE COMPLETED <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	NAME AND LOCATION OF HIGH SCHOOL	DID YOU GRADUATE FROM HIGH SCHOOL? <input type="checkbox"/> YES <input type="checkbox"/> NO	DO YOU HAVE A GED CERTIFICATE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE OR UNIVERSITY ATTENDED	ATTENDANCE DATES	MAJOR	UNITS	DEGREE RECEIVED
OTHER JOB RELATED TRAINING				
When required, can you lift objects over 50 pounds				
If required, can you work overnight shift:				
PROFESSIONAL MEMBERSHIPS:				
PROFESSIONAL LICENSES OR CERTIFICATES:				
REMARKS:				

U.S. ARMED FORCES <input type="checkbox"/> YES <input type="checkbox"/> NO			
BRANCH OF SERVICE	YEARS OF ACTIVE DUTY	DATE OF SEPARATION FROM ACTIVE DUTY	RANK

IF YOU WISH TO CLAIM VETERAN'S CREDIT YOU MUST ATTACH A COPY OF FORM DD214 TO YOUR APPLICATION

EXPERIENCE: LIST YOUR PRESENT OR MOST RECENT JOB FIRST. CAREFULLY ACCOUNT FOR ALL RECENT EMPLOYMENT (AT LEAST THE LAST TEN YEARS). BY GIVING COMPLETE INFORMATION, YOU WILL IMPROVE YOUR CHANCES FOR EMPLOYMENT. IF YOU NEED MORE SPACE, PLEASE ATTACH ADDITIONAL SHEETS.

MAY WE CONTACT YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO, IF 'NO' EXPLAIN:			
FROM: MONTH/YEAR //	TO: MONTH/YEAR //	TITLE OF YOUR POSITION	
NAME OF EMPLOYER		DUTIES OF YOUR POSITION	
ADDRESS:			
NAME OF SUPERVISOR			
PHONE #: ( ) - - x	REASON FOR LEAVING		
NO. SUPERVISED (IF ANY)	SALARY: \$	<input type="checkbox"/> PER HOUR <input type="checkbox"/> WEEK <input type="checkbox"/> MONTH	HOURS PER WEEK
FROM: MONTH/YEAR //	TO: MONTH/YEAR //	TITLE OF YOUR POSITION	
NAME OF EMPLOYER		DUTIES OF YOUR POSITION	
ADDRESS:			
NAME OF SUPERVISOR			
PHONE #: ( ) - - x	REASON FOR LEAVING		
NO. SUPERVISED (IF ANY)	SALARY: \$	<input type="checkbox"/> PER HOUR <input type="checkbox"/> WEEK <input type="checkbox"/> MONTH	HOURS PER WEEK
FROM: MONTH/YEAR //	TO: MONTH/YEAR //	TITLE OF YOUR POSITION	
NAME OF EMPLOYER		DUTIES OF YOUR POSITION	
ADDRESS:			
NAME OF SUPERVISOR			
PHONE #: ( ) - - x	REASON FOR LEAVING		
NO. SUPERVISED (IF ANY)	SALARY: \$	<input type="checkbox"/> PER HOUR <input type="checkbox"/> WEEK <input type="checkbox"/> MONTH	HOURS PER WEEK
FROM: MONTH/YEAR //	TO: MONTH/YEAR //	TITLE OF YOUR POSITION	

USE THIS SPACE FOR ANY ADDITIONAL INFORMATION YOU WISH TO PROVIDE CONCERNING YOUR QUALIFICATIONS FOR THIS POSITION.

I HEREBY CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEVE I UNDERSTAND THAT FALSE STATEMENTS ARE CAUSE FOR REJECTION OF APPLICATION. REMOVAL OF NAME FROM ELIGIBLE LIST OR DISMISSAL FROM POSITION. (BOROUGH OF MATAMORAS MUNICIPAL CODE )

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE SIGNED

IN ORDER TO COMPLY WITH FEDERAL REGULATIONS IN THE AREA OF EQUAL EMPLOYMENT OPPORTUNITY, Borough of Matamoras REQUESTS THAT APPLICANTS PROVIDE THE FOLLOWING INFORMATION. THIS IS VOLUNTARY. THE INFORMATION WILL BE TREATED CONFIDENTIALLY AND WILL NOT RESULT IN ADVERSE TREATMENT OF ANY INDIVIDUAL. THIS INFORMATION MAY BE PROVIDED TO STATE AND FEDERAL REGULATORY AGENCIES.

POSITION APPLYING FOR: \_\_\_\_\_ JOB BULLETIN NO.: \_\_\_\_\_ DATE: / /

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MIDDLE INITIAL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY, STATE/ZIP CODE: \_\_\_\_\_ / /

SOCIAL SECURITY NO: - - SEX: \_\_\_\_\_ AGE: \_\_\_\_\_

ETHNIC BACKGROUND (see below for definitions)

- White  Asian or Pacific Islander
- Black  American Indian
- Hispanic  Other

HIGH SCHOOL EDUCATION (check the highest grade completed):

- 1  2  3  4  5  6  7  8  9  10  11  12

COLLEGE EDUCATION (check appropriate number):

- 1  2  3  4  5  6  7  8
- AA  BA/BS  MA/MS  Ph.D.

PLEASE TAKE A FEW MOMENTS TO ANSWER THE FOLLOWING QUESTION. YOUR RESPONSE WILL HELP US ASSESS HOW EFFECTIVE OUR RECRUITMENT EFFORTS WERE FOR THIS POSITION. HOW DID YOU HEAR ABOUT THIS EMPLOYMENT OPPORTUNITY?

- GOVJOBS.COM  TV (List station)
- Friend/Relative  Radio (List station)
- City Employee  Newspaper (List publication)
- Community Center  Magazine (List publication)
- City Website  Job Fair (List fair)
- Other Website  Other Source(s) (List source)

ETHNIC/RACIAL DEFINITIONS ARE THOSE PRESCRIBED BY THE EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (SEE U.S.C., TITLE 29, CHAPTER XIV, SUBPART 1, SECTION 1602.30).

1. The Category "White" (not of Hispanic origin): all persons having origins in any of the original people of Europe, North Africa or the Middle East.
2. The Category "Black" (not of Hispanic origin): all persons having origins in any of the Black racial groups of Africa.
3. The Category "Hispanic": all persons of Mexican, Puerto Rican, Cuban, Central or South American, OT other Spanish culture of origin, regardless of race.
4. The Category "Asian or Pacific Islanders": all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or
5. The Category "Pacific Islands": this area Includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
6. The Category "American Indian or Alaskan Native": all persons having origins in any of the original peoples of North America, and who maintain cultural identification through affiliation or community recognition.