

Borough of Steelton
Application
123 North Front Street
Steelton, PA 17113
Phone: 717-939-9841
Fax: 717-939-9842
Website: www.steeltonpa.com

Steelton Borough is an affirmative action/equal opportunity employer.

This application must be completed in full. Resumes are accepted but cannot as a substitute for any section of this application.

PLEASE PRINT

Position Applying For: _____ ☐ Full Time ☐ Part Time

Name: _____
Last First M.I.

Mailing Address: _____

Telephone Number: (Home) _____
(Cell) _____

Alias(es), Maiden Name, or other names you may have worked under:

Can you be lawfully employed? Yes No

You will be required to provide, within 72 hours of hire, Employment Eligibility Verification Documents per Immigration Requirements.

Have you been convicted of a misdemeanor or felony within the past 7 years? Yes No

If yes, you must explain on a separate sheet of paper and attach it to this application.

Education:

(Please select one)

_____ High School Diploma _____ GED

List Graduating High School:

Special Qualifications or Skills:

Do you have a valid driver's license: No Yes # _____ State _____

List any computer software/programs you are familiar with and your efficiency in each:

Professional References:

Please list three professional references that have definite knowledge of your qualifications for the position in which you are applying for. (Do not list relatives, former employers, or persons living outside the United States)

Name: _____
Address: _____
Phone Numbers: (H) _____ (W) _____ (C) _____
Years Known: _____

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Address: _____
Phone Numbers: (H) _____ (W) _____ (C) _____
Years Known: _____

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Address: _____
Phone Numbers: (H) _____ (W) _____ (C) _____
Years Known: _____

Foreign Language:

Please list any foreign languages spoken and/or written and indicate your fluency in each.

Employment History:

Begin with your most recent job and list your work history for the past 7 years, including part time, temporary or seasonal employment, and all periods of unemployment.

Employer Name: _____
Employer Address: _____
Dates of Employment: _____
Name of Supervisor: _____
Job Title and Description: _____

May we contact this employer? _____

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Applicant Certification

The Borough of Steelton is subject to the Right to Know Law, Act III of 2008. Your application for employment and other documents concerning you may be subject to public disclosure under state law.

I certify that all information provided in this application and any attachments is true. I understand that any false statement made herein is sufficient reason for rejection of my application or termination of subsequent employment.

I understand that no offer of salary or benefits is final until approved by the Borough of Steelton's Council and appropriate Borough Officials.

Applicant Signature: _____ Date: _____

Verification

I understand that this application has been completed and subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities.

Applicant's Signature

Date

Notary

Applicant's Signature

Date

Sworn before me on this _____ day of _____, 20____
_____ personally appeared before me with this document swearing
that all the above information is correct to the best of his/her knowledge.

Notary Public's Signature

Commission Expiration Date