

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: _____

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? <input type="checkbox"/> Yes <input type="checkbox"/> No	How did you hear about this job?	
Are you legally eligible to be employed in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you related in any way to anyone who is currently employed by the Borough of Carlisle? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Can you perform the essential functions of the position for which you are applying? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No Year:
College/University:	City, State:	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No Year:
Degree/Certification:		
Technical/Other School/Training:	City, State:	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No Year:
Degree/Certification:		
Professional Licenses or Certifications:		Year:

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.

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:	Starting Pay: Ending Pay:
From Date: To Date:	
Duties Performed:	
Reason for leaving:	

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

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

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.

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

Company:	Phone:	
Address/City/State:	Supervisor:	
Job Title:	Starting Pay:	Ending Pay:
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 applications 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 West South Street, Carlisle, PA 17013 or Stuart Community Center, 415 Franklin Street, Carlisle, PA 17013. Applications may also be faxed to 717-240-6615.