



# Grove City Borough Employment Application:

*The Borough of Grove City recognizes and embraces the concept of equal employment opportunity. It is the policy the Borough to recruit and hire all persons without regard to race, color, religion, gender, nationality, marital status, age, or non-job-related physical or mental handicap or disability.*

**Completed forms are to be returned or mailed to the Grove City Borough Office: Attention Borough Manger, Vance Oakes 123 W. Main St. PO Box 110, Grove City PA 16127 or faxed to 724-458-4114. After faxing, please confirm the transmission by calling 724-458-7060.**

## Personal Data:

Full Name: \_\_\_\_\_ Soc. Sec. No.: \_\_\_\_\_

Present Address \_\_\_\_\_ How long? \_\_\_\_\_  
\_\_\_\_\_

Previous Address \_\_\_\_\_ How long? \_\_\_\_\_  
\_\_\_\_\_

Are you known by any other name? \_\_\_Yes \_\_\_No If yes, by what name? \_\_\_\_\_

**Job Interest:**      *Full time* \_\_\_      *Part time* \_\_\_      *Summer* \_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_ Salary \_\_\_\_\_  
Desired \_\_\_\_\_ Available \_\_\_\_\_ Desired \_\_\_\_\_

Referred by \_\_\_\_\_ Current Citizen of the United States? \_\_\_Yes \_\_\_No

If an alien, do you possess an Alien Registration Card? \_\_\_Yes \_\_\_No

Do any of your friends or relatives work at the borough? \_\_\_Yes \_\_\_No If yes, who? \_\_\_\_\_

Do you have a valid PA driver's license? \_\_\_Yes \_\_\_No Commercial (CDL) License? \_\_\_Yes \_\_\_No

Are you a U.S. Veteran? \_\_\_\_\_ Branch? \_\_\_\_\_ Dates of Duty \_\_\_\_\_ to \_\_\_\_\_

Military Rank \_\_\_\_\_ Date/type of discharge \_\_\_\_\_

List trade or professional organizations you are a member, including any office held:  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of any crime other than a traffic violation(s)? \_\_\_Yes \_\_\_No  
If yes, please explain: \_\_\_\_\_

**Education:**

Level	School Attended	Date Graduated	Degree Received
High School			
College			
Graduate			

Please list and describe any specialized training or skills: \_\_\_\_\_  
 \_\_\_\_\_

**Employment Experience:**

Please list the most recent job first. Also, include any military serve and/or volunteer service in this section; use additional pages if necessary.

Dates From	To	Employer Name & Address	Major Duties	Final Wage or Rate	Reason(s) for Leaving

Summarize any specialized skills and/or qualifications acquired from previous employment:

\_\_\_\_\_  
 \_\_\_\_\_

**Personal References:**

List the name of three persons, EXCLUDING relatives or former employers:

Name	Address	Phone	Occupation
1.			
2.			
3.			

**Employment References:**

Begin with your most recent job for the past five (5) years, include part-time, temporary, or seasonal employment and include all periods of unemployment.

From Date/To Date	Name and Address of Employer	Job Title
Name of Supervisor	Title of Supervisor	Telephone Number

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