



BOROUGH OF NEWVILLE
4 West Street, Newville PA 17241 · (717) 776-7633

EMPLOYMENT APPLICATION

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State Zip Code

Phone: _____ Email: _____

Social Security Number: _____

Date Available: _____ Desired Salary: \$ _____

Position Applying For: _____

Are you a citizen of the United States? Yes No

If no, are you authorized to work in the U.S.? Yes No

Have you ever worked for this company? Yes No

If yes, when? _____

Have you ever been convicted of a felony? Yes No

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No

Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No

Diploma: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No

Please List Three Professional References

Diploma: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

Employed From: _____ to _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

Employed From: _____ to _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

Employed From: _____ to _____ Reason for Leaving: _____

Military Service

May we contact your previous supervisor for a reference? Yes No

Branch: _____ From: _____ to _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: _____ Date: _____

Printed Name: _____

Waiver and Release for Background Investigation

I, _____, hereby give the Borough of Newville the right
(Name of Applicant)

to make a thorough investigation into my background, previous employment, medical and mental health records, use of social networking sites, education and references in order to ascertain my suitability for services as a police officer. I release from all liability and claims any and all persons, companies and corporations (public and private) supplying any information whatsoever to representatives of the Borough of Newville. This includes and is not limited to parties with whom I have entered into a written or oral agreement which contains a confidentiality clause. I release, indemnify and hold harmless the Borough of Newville, its officials, officers and employees from and against any and all liability which might result from conducting such an investigation. In addition to this release, the applicant agrees to execute any release required by any medical or mental health provider.

Date

Signature
