

# New Wilmington Borough APPLICATION FOR EMPLOYMENT

New Wilmington, PA 16142

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## FORM INSTRUCTIONS

1. **Complete the Form Online**
2. **Print and Save a Copy to your hard drive** for your records
3. **SIGN your printed Form**
4. Mail or Drop off signed form to the New Wilmington Borough Office.  
Any required fee must accompany the application to be processed.

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(PRE-EMPLOYMENT QUESTIONNAIRE)

(AN EQUAL OPPORTUNITY EMPLOYER)

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DATE:

## PERSONAL INFORMATION

Last Name

Middle

First Name

## PRESENT ADDRESS

Street Address:

City:

State:

Zip:

## PERMANENT ADDRESS

Street Address:

City:

State:

Zip:

Home Phone

Mobile Phone

E-mail Address

How do you preferred to be contacted.

Home Phone

Mobile Phone

E-mail



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## GENERAL INFORMATION

Subjects of Special Study or Research Work

Special Skills

Activities: (CIVIC,ATHELETIC ,ETC,)

EXCLUDE ORGANIZATIONS. THE NAME OF WHICH INDICATES THE RACE. CREED, SEX. AGE, MARITAL STATUS. COLOR OR NATION OF ORIGIN OF ITS MEMBERS

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## MILITARY SERVICE

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U.S. Military or Naval Service	Rank	Present Member of the National Guard or Reserves	
		Yes	No

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## FORMER EMPLOYERS (list below last 3 employers, starting with the last one first.)

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BEGIN DATE

END DATE

Employer Name and  
Address

Annual Salary

Title

Reason for  
Leaving

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BEGIN DATE

END DATE

Employer Name and  
Address

Annual Salary

Title

Reason for  
Leaving

---

BEGIN DATE

END DATE

Employer Name and  
Address

Annual Salary

Title

Reason for  
Leaving

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Which Employer did you like best?

What did you like most about this job?

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**REFERENCES (list 3 people not related to you that you have known at least one year.)**

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First Name

Last Name

E-mail Address

Phone

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First Name

Last Name

E-mail Address

Phone

---

First Name

Last Name

E-mail Address

Phone

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## EMERGENCY CONTACT

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First Name

Last Name

Street Address:

City:

State:

Zip:

Home Phone

Mobile Phone

**"I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE. AND I UNDERSTAND THAT IF ANY FALSE INFORMATION. OMISSIONS. OR MISREPRESENTATIONS ARE DISCOVERED. MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED. MY EMPLOYMENT MAY BE TERMINATED AT ANYTIME. IN CONSIDERATION OF MY EMPLOYMENT. I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED. WITH OR WITHOUT CAUSE. AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE. AT ANY TIME BY THE COMPANY, I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN IT'S PRESIDENT, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING."**

Applicants Signature:

Date:

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**TO BE COMPLETED BY NEW WILMINGTON BOROUGH OFFICIAL STAFF**

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INTERVIEWED BY

DATE

NEATNESS

ABILITY

REMARKS:

HIRED

REPORT DATE

Yes

No

POSITION

DEPARTMENT

\$ SALARY/  
WAGE

(Select One)

Annually

Hourly

Monthly

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1. APPROVED BY

TITLE

DATE

2. APPROVED BY

TITLE

DATE

3. APPROVED BY

TITLE

DATE

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3. DENIED BY

TITLE

DATE

This form has been designed to strictly comply with State and Federal fair employment practice laws prohibiting employment discrimination.