



MANCHESTER BOROUGH EMPLOYMENT APPLICATION

225 S. Main Street
Manchester, PA 17345

Manchester Borough is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other protected status under applicable law.

POSITION INFORMATION

Position Applied For: _____

Date of Application: _____

Desired Start Date: _____

Employment Type:

- ☐ Full-Time
- ☐ Part-Time
- ☐ Seasonal
- ☐ Temporary

Salary/Wage Desired: _____

APPLICANT INFORMATION

Full Name: _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____



Phone Number: _____

Email Address: _____

Are you legally authorized to work in the United States?

☐ Yes ☐ No

If hired, can you provide documentation verifying your identity and eligibility to work?

☐ Yes ☐ No

Are you at least 18 years of age?

☐ Yes ☐ No

If No, age: _____

AVAILABILITY

Days Available to Work:

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday
- ☐ Saturday
- ☐ Sunday

Hours Available: _____

Are you available for overtime if required?

☐ Yes ☐ No

Are you available for emergency callouts, snow removal, or after-hours work (if applicable)?

☐ Yes ☐ No



EDUCATION

High School

School Name: _____

Location: _____

Did you graduate? ☐ Yes ☐ No

Diploma/GED: _____

College/University

School Name: _____

Location: _____

Degree Earned: _____

Field of Study: _____

Graduated? ☐ Yes ☐ No

Trade School / Certifications

Institution: _____

Certification(s): _____

PROFESSIONAL LICENSES & CERTIFICATIONS

Please list any licenses or certifications relevant to the position.

Examples: Driver's License, CDL, Water/Wastewater Certification, Code Enforcement Certification, Public Works Certifications, First Aid/CPR, etc.



EMPLOYMENT HISTORY

Current or Most Recent Employer

Employer: _____

Address: _____

Position Held: _____

Supervisor: _____

Phone Number: _____

Dates Employed: _____ to _____

Starting Salary: _____ Ending Salary: _____

Duties:

Reason for Leaving:

May we contact this employer?

☐ Yes ☐ No

Previous Employer

Employer: _____

Address: _____

Position Held: _____

Supervisor: _____

Phone Number: _____

Dates Employed: _____ to _____



Starting Salary: _____ Ending Salary: _____

Duties:

Reason for Leaving:

May we contact this employer?

☐ Yes ☐ No

Previous Employer

Employer: _____

Address: _____

Position Held: _____

Supervisor: _____

Phone Number: _____

Dates Employed: _____ to _____

Starting Salary: _____ Ending Salary: _____

Duties:

Reason for Leaving:

May we contact this employer?

☐ Yes ☐ No



SPECIAL SKILLS AND QUALIFICATIONS

Please describe any special skills, training, equipment experience, software proficiency, certifications, or qualifications relevant to the position:

DRIVER INFORMATION

Do you possess a valid driver's license?

☐ Yes ☐ No

State: _____

License Class: _____

Commercial Driver's License (CDL)?

☐ Yes ☐ No

Have you had any license suspensions or revocations within the past five (5) years?

☐ Yes ☐ No

If yes, explain:

CRIMINAL HISTORY

Have you ever been convicted of a crime that has not been expunged or sealed?

☐ Yes ☐ No

A conviction will not automatically disqualify an applicant from employment. Factors such as the nature of the offense, date of occurrence, and relevance to the position will be considered.



If yes, please explain:

PROFESSIONAL REFERENCES

Reference 1

Name: _____

Relationship: _____

Phone: _____

Email: _____

Reference 2

Name: _____

Relationship: _____

Phone: _____

Email: _____

Reference 3

Name: _____

Relationship: _____

Phone: _____

Email: _____



APPLICANT CERTIFICATION

I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation may result in rejection of my application or termination of employment if discovered after employment begins.

I authorize Manchester Borough to investigate all statements contained in this application and to contact my former employers, references, educational institutions for verification purposes, and to complete a background check.

I understand that submission of this application does not guarantee employment and that, if hired, my employment may be subject to applicable Borough policies, and Pennsylvania law.

Applicant Signature: _____

Date: _____

FOR BOROUGH USE ONLY

Date Received: _____

Received By: _____

Position Applied For: _____

Interview Date: _____

Interviewed By: _____

References Checked:

☐ Yes ☐ No

Hiring Recommendation:

Approved By: _____

"Serving the Residents of



Manchester Borough"

Hire Date: _____

Starting Wage/Salary: _____

Council Approval Date: _____

Manchester Borough

225 S. Main Street

Manchester, PA 17345

"Serving the Residents of Manchester Borough"