



Incorporated 1814 • Reincorporated 1866
308 Locust Street, Columbia, PA 17512
717-684-2467 • www.columbiapa.net

COLUMBIA BOROUGH APPLICATION FOR EMPLOYMENT

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job-related medical condition or handicap.

Date of Application _____

Position(s) Applied For _____

Referral Source: ☐ Advertisement ☐ Friend ☐ Relative ☐ Walk-In
☐ Employment Agency ☐ Other

Name _____
LAST FIRST MIDDLE

Address _____
STREET CITY STATE ZIP CODE

Telephone _____ Email Address (print clearly) _____

If employed and you are under 18, can you furnish a work permit? ☐ Yes ☐ No

Have you filed an application here before? ☐ Yes ☐ No If Yes, give date: _____

Have you ever been employed here before? ☐ Yes ☐ No If Yes, give date: _____

Are you employed now? ☐ Yes ☐ No May we contact your present employer? ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this Country because of Visa or Immigration Status?
☐ Yes ☐ No (Proof of citizenship or immigration status may be required upon employment)

On what date would you be available for work? _____

Are you available to work ☐ Full-time ☐ Part-time ☐ Shift Work ☐ Temporary

Are you on lay-off and subject to recall? ☐ Yes ☐ No

Can you travel if a job requires it? ☐ Yes ☐ No

Have you been convicted of a felony or misdemeanor within the last 7 years? (Conviction will not necessarily disqualify applicants from employment) ☐ Yes ☐ No

If yes, please explain _____

Are you a Veteran of the U.S. Military Service? ☐ Yes ☐ No If Yes, Branch _____

Indicate languages you speak, read, and/or write.

	Fluent	Good	Fair
Speak			
Read			
Write			

List professional, trade, business or civic activities and offices held. (You may exclude those which indicate race, color, religion, sex, or national origin) _____

Provide name, address, and telephone number of three references who are not related to you and are not previous employers.

1. _____
2. _____
3. _____

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. Please exclude organization names which indicate race, color, religion, sex, or national origin.

Employer	Telephone	Dates Employed (month year)	
		From	To
Address:			
Job Title:			
Supervisor:			
Reason for Leaving:			
Work Performed:			

Employer	Telephone	Dates Employed (month year)	
		From	To
Address:			
Job Title:			
Supervisor:			
Reason for Leaving:			
Work Performed:			

Employer	Telephone	Dates Employed (month year)	
		From	To
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Employer	Telephone	Dates Employed (month year)	
		From	To
Address:			
Job Title:			
Supervisor:			
Reason for Leaving:			
Work Performed:			

EDUCATION

	Elementary	High School	College/University	Graduate
School Name				
Years Completed				
Diploma/Degree				
Course of Study				
Describe Specialized Training, Apprenticeship, Skill, and Extracurricular Activities:				

Honors Received _____

State any additional information you feel may be helpful in considering your application:

APPLICANT'S STATEMENT

I certify the answers given herein are true and complete to the best of my knowledge. I hereby give the Borough the right to conduct a thorough investigation into my previous employment, education, references, criminal and credit history, and I release from all liability those persons and entities supplying such information. I release, indemnify and hold harmless the Borough and its officers, employees and agents from and against all liability which may result from such an investigation.

I understand that any false, misleading or incomplete answer, statement or representation made by me in this application may constitute sufficient cause for the withdrawal of any offer of employment or granting of an interview intended to create an employment contract between the Borough and myself.

I understand, if I accept employment, I must comply with all rules, regulations, and policies of the Borough. I understand that the Borough's policy manual does not constitute a contract of employment.

Signature of Applicant

Date

For Personnel Department Use Only	
Arrange Interview ☐ Yes ☐ No	
Remarks _____	
Employed ☐ Yes ☐ No	Date of Employment _____
Job Title _____	Hourly Rate/Salary _____ Department _____
By _____	Date _____
Name and Title	Date