

# PAXTANG BOROUGH APPLICATION FOR EMPLOYMENT

*Paxtang is an Equal Opportunity Employer*

**Position applied for:** Office – Part time Borough Treasurer

Job Overview: on site, avg. 12-15 hours per week, divided over 2 - 3 days during business hours. Treasurer is responsible for working with the contracted accountant and the borough manager, to oversee the various borough funds, communicate with vendors, process billing, prepare bank transactions, manage data, assist with various financial related reports and analysis, in addition to provide support in grant applications and grant management. Pay Range: \$17.50-\$21.00 per hour. Please submit resume and application by Thursday, October 28, 2021, to Paxtang Borough, 3423 Derry Street, Harrisburg, PA 17111.

PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE.

PLEASE COMPLETE ALL SPACES.

Note: Applicants may be subjected to pre-employment drug and alcohol testing

DATE \_\_\_\_\_

Name \_\_\_\_\_  
First Middle Last Suffix (Maiden)

Present address \_\_\_\_\_  
House number street, City, State Zip

How long have you lived at the above address \_\_\_\_\_

Are you authorized to work in the United States? Yes or No

Home Telephone ( ) \_\_\_\_\_ Cell phone ( ) \_\_\_\_\_

Email Address \_\_\_\_\_

Minimum Salary Requirements \$ \_\_\_\_\_. per hour OR \$ \_\_\_\_\_. per year

Are you available to work the **expected work hours** posted above? YES or NO

When are you available for work? \_\_\_\_\_

## **EDUCATION**

PLEASE PROVIDE THE SCHOOL NAME, AND COMPLETE MAILING ADDRESS

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR GENERAL EQUIVALENCY DEGREE (GED)? \_\_\_\_\_

HIGH SCHOOL ATTENDED \_\_\_\_\_

COLLEGE \_\_\_\_\_

Major & Degree \_\_\_\_\_

BUSINESS OR TRADE SCHOOL \_\_\_\_\_

Certification \_\_\_\_\_

MILITARY OR OTHER RELEVANT TRAINING

\_\_\_\_\_  
Have you ever been convicted, pled guilty or no contest to a felony or misdemeanor? Please do not include any information pertaining to record which have been sealed or expunged. A yes answer will not automatically disqualify you from consideration for employment. \_\_\_ No \_\_\_ Yes  
If yes, please explain:

\_\_\_\_\_  
Do you have a current, valid driver's license? \_\_\_ Yes \_\_\_ No    Operator \_\_\_ Commercial (CDL) \_\_\_

Have you had any accidents during the past three years? How many? \_\_\_\_\_

Have you had any moving violations during the past three years? How Many? \_\_\_\_\_

Do you have any computer experience    \_\_\_ Yes    \_\_\_ No

Types of Computer Programs you have used \_\_\_\_\_

Please list two references other than relatives or previous employers.

Name \_\_\_\_\_ Name \_\_\_\_\_

Position \_\_\_\_\_ Position \_\_\_\_\_

Company \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_  
Telephone (    ) \_\_\_\_\_ Telephone (    ) \_\_\_\_\_

Email \_\_\_\_\_ Email \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_

## **WORK EXPERIENCE**

**Please complete questions below:**

Please list your work experience for the **past six years** beginning with your most recent job held.

If you were self-employed, give firm name. **Optional: Attach Résumé to Completed Application**

**Name of employer** \_\_\_\_\_

Name of last supervisor \_\_\_\_\_ May we contact this employer? ☐ Yes ☐ No

Employment dates \_\_\_\_\_ Pay or salary \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone number (     ) \_\_\_\_\_ Your last job title \_\_\_\_\_

If not currently employed at this job, please provide the reason for leaving \_\_\_\_\_

\_\_\_\_\_  
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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Address \_\_\_\_\_

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List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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NAME OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_

**Name of employer** \_\_\_\_\_  
Name of last supervisor \_\_\_\_\_ May we contact this employer? \_\_ Yes \_\_ No  
Employment dates \_\_\_\_\_ Pay or salary \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Phone number (     ) \_\_\_\_\_ Your last job title \_\_\_\_\_  
If not currently employed at this job, please provide the reason for leaving \_\_\_\_\_

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Name of last supervisor \_\_\_\_\_ May we contact this employer? \_\_ Yes \_\_ No  
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Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Phone number (     ) \_\_\_\_\_ Your last job title \_\_\_\_\_  
If not currently employed at this job, please provide the reason for leaving \_\_\_\_\_

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NAME OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

*An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.*

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Did you complete this application yourself \_\_\_ Yes \_\_\_ No  
If not, who did?

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**Equal Employment Opportunity Statement**

The Borough of Paxtang is committed to the principles of equal employment opportunity and to making employment decisions based on merit, in compliance with all applicable federal, state and local employment laws.

**Complete and Accurate Information**

By my signature below, I hereby certify that I have provided complete and truthful information on this application. I understand that any omission or misstatement on this application, or any other document used to obtain employment with the Borough, shall be grounds for rejection of this application or immediate termination if I am employed, regardless of the time elapsed before discovery.

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Signature of Applicant

Applications may be submitted to Paxtang Borough Office, 3423 Derry Street, Harrisburg, PA 17111 or by email to [PaxtangChief-Manager@comcast.net](mailto:PaxtangChief-Manager@comcast.net)

OFFICE USE ONLY:

NAME OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_