

# 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: \$22.00 - \$25.00 per hour. Please submit resume and 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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\_\_\_\_\_  
\_\_\_\_\_

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

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

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

