PAXTANG BOROUGH APPLICATION FOR EMPLOYMENT

Paxtang is an Equal Opportunity Employer

Position applied for: Office – Part time Borough Treasurer

Major & Degree

<u>Job Overview</u>: 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. <u>Pay Range:</u> \$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 numl	per street, City, S	state Zip		
How long have you li	ived at the a	above address	S	_	
Are you authorized to	o work in th	e United State	es? Yes or No		
Home Telephone ()		_ Cell phone ()	
Email Address					
Minimum Salary Rec	quirements	\$	per hour OR	\$	per year
Are you available to	work the ex	pected work	hours posted abo	ve? YES	or NO
When are you availa	ble for work	i?			
EDUCATION PLEASE PROVIDE	THE SCHO	OL NAME, Al	ND COMPLETE M.	AILING ADDF	RESS
DO YOU HAVE A HI	GH SCHO	OL DIPLOMA	OR GENERAL EC	UIVALENCY	DEGREE (GED)?
HIGH SCHOOL ATT	ENDED				
COLLEGE					

BUSINESS OR TRADE SCHOOL	
Certification	
MILITARY OR OTHER RELEVANT TRAINI	NG
include any information pertaining to record not automatically disqualify you from consid If yes, please explain:	or no contest to a felony or misdemeanor? Please do not which have been sealed or expunged. A yes answer will leration for employment No Yes
Have you had any accidents during the pass Have you had any moving violations during Do you have any computer experience	e?Yes No Operator Commercial (CDL) t three years? How many? the past three years? How Many? Yes No ed
Please list two references other than relative	es 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, p	lease provide the reason for leaving			
List the jobs you held, duties performed worked at this company.	ed, skills used or learned, advancements or promotions while you			
Employment dates	May we contact this employer? Yes NoPay or salary			
	Your last job title			
If not currently employed at this job, p				
List the jobs you held, duties performed worked at this company.	ed, skills used or learned, advancements or promotions while you			
NAME OF APPLICANT:	DATE:			

Name of employer				
Name of last supervisor	May we contact this employer? Yes No			
	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, worked at this company.	skills used or learned, advancements or promotions while you			
Employment dates	May we contact this employer? Yes No Pay or salary			
Phono number (Your last job title			
If not currently employed at this job, plea				
List the jobs you held, duties performed, worked at this company.	skills used or learned, advancements or promotions while you			
NAME OF APPLICANT:	DATE:			

An application form sometimes makes it difficult for an individual background. Use the space below to summarize any addition full qualifications for the specific position for which you are applications.	al information necessary to describe your
Did you complete this application yourself Yes No If not, who did?	
Equal Employment Opportunity Statement	
The Borough of Paxtang is committed to the principles of equence employment decisions based on merit, in compliance with all employment laws.	
Complete and Accurate Information	
By my signature below, I hereby certify that I have provided capplication. I understand that any omission or misstatement used to obtain employment with the Borough, shall be ground immediate termination if I am employed, regardless of the times.	on this application, or any other document Is for rejection of this application or
Signature of Applicant	
Applications may be submitted to Paxtang Borough Office, 34 by email to PaxtangChief-Manager@comcast.net	23 Derry Street, Harrisburg, PA 17111 or
OFFICE USE ONLY:	
NAME OF APPLICANT:	DATE: