



Borough of Verona
736 East Railroad Avenue
Verona, PA 15147
412-828-8080

Borough of Verona
Application for Employment

Part I: Basic Information

Name _____

Address _____

Phone _____ Email _____

Position to which you are applying: _____

How did you learn about this position? _____

If hired, when could you start? _____

Are you ACT 120 certified?

_____ Yes (Please attach a copy of the certification with this application form.)

_____ No. If not certified, by when do you expect to be certified? _____

Part II: Other Questions

Are you currently employed? _____ Yes _____ No

Have you ever been fired or asked to resign from a job? _____ Yes _____ No

Are you at least 21 years old? _____ Yes _____ No

Have you served in the US military? _____ Yes _____ No

Do you have the legal right to work in the US? _____ Yes _____ No

Are you able to work on a regular basis and report to work on time? _____ Yes _____ No

Have you ever been convicted of a crime? _____ Yes _____ No

If yes, please list all convictions with dates.



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Part III: Education

High School: _____ Address: _____

Did you graduate? ___Yes ___ No Year: _____

College: _____ Address: _____

Did you graduate? ___Yes ___ No Area of Study: _____

Technical School: _____ Address: _____

Did you graduate? ___Yes ___ No Area of Study: _____

Part IV: Employment- List current employment first

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Pay: _____ Ending Pay: _____

State Date: _____ Last Day: _____ Reason for Leaving: _____

May we contact your previous supervisor? ___Yes ___ No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Pay: _____ Ending Pay: _____

State Date: _____ Last Day: _____ Reason for Leaving: _____

May we contact your previous supervisor? ___Yes ___ No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Pay: _____ Ending Pay: _____

State Date: _____ Last Day: _____ Reason for Leaving: _____

May we contact your previous supervisor? ___Yes ___ No



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Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Pay: _____ Ending Pay: _____

State Date: _____ Last Day: _____ Reason for Leaving: _____

May we contact your previous supervisor? ___Yes ___ No

Part V: References - Please list the names and contact information of three people that we may contact.

Reference 1

Name _____

Title _____

Relationship _____

Address _____

Phone _____ Email _____

Reference 2

Name _____

Title _____

Relationship _____

Address _____

Phone _____ Email _____

Reference 3

Name _____

Title _____

Relationship _____

Address _____

Phone _____ Email _____



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Part VI: Applicant Statement

I certify that all information I have provided to apply for and secure work with the Verona Police Department is true, complete, and correct to the best of my knowledge.

I expressly authorize, without reservation, its representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have against Verona, its agents, employees, or representatives for seeking, gathering, and using such information in the employment process and against all other persons corporations or organizations for furnishing such information about me.

I understand that Verona does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause, and without prior notice, and Verona reserves the same right to terminate my employment, at any time, with or without cause, and without prior notice except as may be required by law. This application does not constitute an agreement or contract for employment for any specified or definite duration. I understand that no supervisor or representative of the Verona Police Department is authorized to make any assurances to the contrary, and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by Borough Council President or his/her designee.

If employed, I agree to abide by all policies of the Borough of Verona and I'm fully aware that failure to do so could result in my dismissal.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any aspect will cancel further consideration of this application or immediately discharge me from Verona service, whenever it is discovered.

I understand that this application remains current for only 90 days and at the conclusion of that time, if I have not heard from Verona and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

I certify that I have read, fully understand, and accept all terms of the foregoing applicant's statement.

Signature of Applicant _____

Printed Name of Applicant _____

Date _____



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Release of Records

I, the undersigned authorize all my previous employers, educational institutions, or personal references to provide the Borough of Verona with any information regarding my personal character, habits, or employment records, including salary. I hereby release the Borough of Verona and all persons or organizations contacted by the Borough of Verona from all claims or causes or actions arising out of the release of information to Verona for the verification of the information I have provided in this application.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Applicant Name: _____

Signature: _____ Date: _____

Signed in the presence of the Verona Police Chief of Police:

Signature: _____ Date: _____

(Signature Verona Police Chief)