

Borough of Carrolltown

P.O. Box 307, 140 East Carroll Street
Carrolltown, Pa 15722
(814) 344-6650

An equal opportunity employer
Print in ink or type.

PRE-EMPLOYMENT APPLICATION

Website: www.carrolltown.pa.us
Email: Borough@carrolltown.pa.us

Pre-Employment Application

PERSONAL INFORMATION

Full Name: _____ Date: _____
Last First M.I.

Address: _____ State: _____ Zip: _____

Driver's License #: _____ State: _____ Exp Date: _____

Primary Phone: _____ Email: _____

Date Available: _____ Social Security No#: _____ Desired Salary:\$ _____

Are you a citizen of the United States? YES NO
☐ ☐ If no, are you authorized to work in the U.S.? YES NO
☐ ☐

Have you ever worked for this company? YES NO
☐ ☐ If yes, when? _____

Have you ever been convicted of a felony? YES NO
☐ ☐ If yes, Explain: _____

BASIC REQUIREMENTS

You must be at least (18) years of age prior to appointment for any job position. You must be a United States Citizen. You must be a high school graduate or possess a graduate equivalency diploma. You must be physically and mentally fit to perform the duties required.

Summarize any special skills or qualifications:

EDUCATION

Elementary School: _____ Address: _____

From: _____ To: _____ How many years did you attend: _____

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO
☐ ☐ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO
☐ ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO
☐ ☐ Degree: _____

REFERENCES

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

PREVIOUS EMPLOYMENT-(Most Recent List First)

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

FAMILY MEMBERS And EMERGENCY CONTACTS

LIST IN ORDER IMMEDIATE FAMILY MEMBERS (Use Additional Sheet of Paper if Necessary) Check the box beside the name if they are also your Emergency Contact

NAME	EC.	Relationship	Place of Residence	Phone Number
	☐			
	☐			
	☐			

PAST AND PRESENT MEMBERSHIP ORGANIZATIONS

LIST HERE:

Name Of Organization	Position Held

ACKNOWLEDGEMENT

I certify that the answers given by me in this application are correct to the best of my knowledge. I understand that any falsification of this application, whether willingly or accidental, is grounds for disqualification of employment consideration, or dismissal from employment if I am hired. I authorize the Borough and or Police Department to contact any and all of the references I have listed above to obtain previous employment information or any other pertinent information that they may have. Further, I release the above mentioned references from any and all liability for any damages that may result from information collected by the Borough or Police Department.

Acknowledgement Signature: _____ **Date:** _____

REJECTION OF APPLICANT

The Borough may refuse to examine, or, if examined, may refuse to certify as eligible after examination, any applicant who is found to lack any of the minimum qualifications for the particular position. The Borough may refuse to certify any applicant who is physically or mentally unfit to perform the duties of the position applied for, or who is a habitual substance abuser, who is guilty of any crime involving moral turpitude, or of infamous or notoriously disgraceful conduct, or who has been dismissed from service for delinquency or misconduct, or who is affiliated with any group whose policies or activities are subversive to the forms of government set forth in the constitutions and laws of the United States and the Commonwealth of Pennsylvania.

Signature: _____ **Date:** _____

WAIVER AND RELEASE FOR BACKGROUND INVESTIGATION

I authorize Carrolltown Borough or its officers to conduct any and all background investigations associated with my employment.

Print Name Here: _____ **Date:** _____

Signature: _____ **Date:** _____

JOB DESCRIPTION

Borough Maintenance Employee

STREETS

- Plow and treat Borough streets as necessary due to inclement weather (determined by management).
- Maintain streets to ensure safety of vehicles and pedestrians, which includes but is not limited to; filling pot holes, painting curbs and cross walks etc.
- Oversee annual street sweeping to ensure contractor performs his work in accordance with the agreement.
- Oversee subcontracted road resurfacing to ensure contractor performs his work in accordance with the agreement.

BUILDING AND GROUNDS (INCLUDES, PARK AND WATER FACILITIES)

- Grounds maintenance includes, fertilizing, edging, grass cutting, mulching, picking up debris, etc.
- Clean the Borough building as needed.
- Maintain the Borough garage in a clean and orderly manner at all times.
- Fire the furnace during the winter.

EQUIPMENT

- Ability to operate backhoe, skid steer, or other heavy equipment as needed
- Ability to operate tractor, snowplow and spreader, mowing equipment, weed eater, concrete saw, chain saw, etc.
- Responsible for the maintenance and operation of all Borough equipment, which includes reporting any damages daily, inspections, minor repairs, scheduled maintenance, etc.
- Ensure that all equipment is operational at all times.
- Schedule outside maintenance of equipment when necessary.
- Maintain all equipment maintenance logs and reports.

WATER, WASTEWATER AND STORM WATER

- Check water facilities first thing each morning, Monday through Friday and when needed on weekends and/or holidays.
- Site inspection of all wells and roads to wells twice a week.
- Leak Detection
- Coordinate the changing of the chlorine tanks at the water pump facilities with the certified water operator.
- Perform all DEP required testing as listed on their Annual Monitoring Report.
- Read water meters on or about the 1st of each month.
- Repair water, wastewater and storm water distribution and collection lines when needed.
- Flush all water lines/hydrants yearly.
- Inspect all water system vaults every week.
- Assist when necessary at the water and wastewater plants.
- Clean all inlets, especially during and after heavy rains.
- Classes and Training Available to extend knowledge of Distribution System and incentive to higher wages

MISCELLANEOUS

- Overtime Required as necessary
- Be on call 24 hours a day 7 days a week.
- Carry out all duties as directed by the Borough and/or Municipal Authority Manager.