

Borough of Jenkintown, Montgomery County, PA

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

The Borough of Jenkintown considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, or any other legally protected status.

Basic Information

Name: _____

Address: _____

City/State/Zip: _____

Social Security Number: _____ Phone number: _____

Position applied for: _____

Expected pay: _____

Would you accept full-time: Yes _____ No _____

Would you accept part-time: Yes _____ No _____

On what date would you be available for work: _____

Have you ever been employed by the Borough of Jenkintown before:

Yes _____ No _____

If yes, what were your dates of employment: Start _____ End _____

If yes, please indicate the department in which you worked: _____

Personal Information

Are you permitted to be lawfully employed in the United States: Yes _____ No _____
(Proof of citizenship or immigration status will be required upon employment.)

Are you 18 years of age or older: Yes _____ No _____

Do you possess a valid driver license: Yes _____ No _____

Driver's License #: _____

State: _____

Class/Type: _____

How did you hear about this position:

Newspaper Ad _____

Internet posting _____

Other _____

Please explain

Special Training or Skills

Please indicate any special skills or training (e.g., languages, machine operation, computer systems, etc.) that would be of benefit for the position in the which you are applying:

Employment History

1. Employer: _____

Address: _____

Phone Number: _____

Job Title: _____ Supervisor: _____

Dates employed: Start _____ End _____

Work performed: _____

Reason for leaving: _____

May we contact this Employer: Yes _____ No _____

2. Employer: _____

Address: _____

Phone Number: _____

Job Title: _____ Supervisor: _____

Dates employed: Start _____ End _____

Work performed: _____

Reason for leaving: _____

May we contact this Employer: Yes _____ No _____

3. Employer: _____

Address: _____

Phone Number: _____

Job Title: _____ Supervisor: _____

Dates employed: Start _____ End _____

Work performed: _____

Reason for leaving: _____

May we contact this Employer: Yes _____ No _____

Educational Background

High School

Name of school: _____

Location: _____

Course of study: _____

Did you graduate: Yes _____ No _____

Degree or diploma: _____

College/University

Name of school: _____

Location: _____

Course of study: _____

Did you graduate: Yes _____ No _____

Degree or diploma: _____

Other (including Post Graduate and/or Vocational education)

Name of school: _____

Location: _____

Course of study: _____

Did you graduate: Yes _____ No _____

Degree or diploma: _____

Consent

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and if I am employed, my employment may be terminated at any time.

I authorize investigation of all statements contained in this application and authorize the Borough to perform a background check as may be necessary at arriving at an employment decision.

In consideration of my employment, I agree to conform to the Borough's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the Borough's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice, at any time by the Borough. I understand that no Borough representative, other than the Borough Manager or the President of Borough Council, and then only when in writing and signed by the Borough Manager or President of Borough Council, has any authority to enter into any agreement for employment for any specific period time, or to make any agreement contrary to the foregoing.

Applicant's Signature: _____

Date: _____