



Borough of Narberth
100 Conway Avenue
Narberth, Pennsylvania 19072

EMPLOYMENT APPLICATION

Equal Employment Opportunity Employer

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, sexual orientation or any other legally protected status. Applicants requiring accommodation in the application or hiring process should contact the Borough Office.

| (Please Print) | |
|-------------------------|---------------------|
| Position(s) Applied For | Date of Application |

How Did You Learn About Us?

☐ Advertisement
 ☐ Walk-In
☐ Employment Agency
 ☐ Other

| | | |
|-----------|------------|-------------|
| Last Name | First Name | Middle Name |
|-----------|------------|-------------|

| | | | |
|---------|------|-------|-----|
| Address | City | State | Zip |
|---------|------|-------|-----|

| | |
|---------------------|------------------------|
| Telephone Number(s) | Social Security Number |
|---------------------|------------------------|

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Have you ever filed an application with us before?

If yes, give date

Have you ever been employed with us before?

If yes, give date

Are you currently employed?

May we contact your present employer?

Are you a U.S. Citizen or otherwise lawfully authorized to be employed in this country?

Proof of citizenship or immigration status will be required upon employment.

| Yes | No |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

What date would you be available for work? _____

Are you available to work : ☐ Full Time ☐ Part Time ☐ Shift Work ☐ Temporary

Are you currently on "lay-off" status and subject to recall?

Can you travel if a job requires it?

Have you been convicted of a felony or misdemeanor? *Conviction will not necessarily disqualify an applicant from employment.*

If yes, please explain _____

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

Education

Do you have a General Equivalency Diploma(GED) or High School Diploma?

Yes No

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

| | Name and Address of School | Course of Study | Years Completed | Diploma Degree |
|------------------------------|----------------------------|-----------------|-----------------|----------------|
| Undergraduate College | | | | |
| Graduate Professional | | | | |
| Other (Specify) | | | | |

Skills & Training

Describe any specialized training, apprenticeship, skills, and extracurricular activities.

Describe any job-related training received in the United States Military.

Are you requesting consideration of Veteran's status? ☐ Yes ☐ No

If you are, provide the following information:

Date of Discharge: _____ Type of Discharge: _____
(Verification of Veteran's status may be required)

Employment Experience *Start with your present or last job.*

| | | | | | |
|--------------------|---------------------|------------|----------------|----|----------------|
| 1. | Employer | | Dates Employed | | Work Performed |
| | | | From | To | |
| | Address | | | | |
| | Telephone Number(s) | | | | |
| | Job Title | Supervisor | | | |
| Reason for Leaving | | | | | |
| 2. | Employer | | Dates Employed | | Work Performed |
| | | | From | To | |
| | Address | | | | |
| | Telephone Number(s) | | | | |
| | Job Title | Supervisor | | | |
| Reason for leaving | | | | | |
| 3. | Employer | | Dates Employed | | Work Performed |
| | | | From | To | |
| | Address | | | | |
| | Telephone Number(s) | | | | |
| | Job Title | Supervisor | | | |
| Reason for Leaving | | | | | |

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business, or civic activities and offices held.

You may exclude membership which reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

Additional Information

Do you have a valid Driver's License? Y N /State of Issuance: _____/Driver's License No: _____

Police Dept. Applicants Only:

It is required that all Borough of Greencastle Police Officers and interested police department applicants hold a valid Act#120 (Pennsylvania Municipal Police Officers Training Commission) Certificate. Please provide your M.P.O.E.T.C number here:

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: Do not answer this question unless you have been informed about the requirements of the job for which you are applying.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? Yes No

Personal References

1. Name _____ Telephone _____
Address _____
2. Name _____ Telephone _____
Address _____
3. Name _____ Telephone _____
Address _____

Professional References *Do not include any individuals who are related to you.*

1. Name _____ Telephone _____
Address _____
2. Name _____ Telephone _____
Address _____
3. Name _____ Telephone _____
Address _____

Applicant's Statement

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I hereby authorize all current and former employers, educational institutions, and references to release information relevant to my application for employment and I release the Borough, all current and former employers, educational institutions, and references from any and all liability related to the release of such information.

This application for employment shall be considered active for a period of two (2) years. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law or collective bargaining agreement, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date