



# Borough of Pottstown

## Application For Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT OR TYPE)

Position Applied For:		Date of Application:	
How Did You Learn About Us?			
Advertisement: _____		Friend: _____	Walk-in
Relative: _____		Other: _____	Borough Website
Last Name:		First Name:	Middle Name:
<i>Number Street</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
Address:			
Telephone Number(s):		Social Security Number:	
Please Check:	<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Black	<input type="checkbox"/> White
(Optional)	<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Other
	<input type="checkbox"/> Female	<input type="checkbox"/> Male	Date of Birth: _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? .....  Yes  No

Have you ever been employed with us before? .....  Yes  No... If Yes, give date: \_\_\_\_\_

Are you currently employed? .....  Yes  No

May we contact your present employer? .....  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  
(Proof of citizenship or immigration status will be required upon employment) .....  Yes  No

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full Time  Part Time  Temporary/Seasonal

Are you currently on "lay-off" status and subject to recall? .....  Yes  No

Have you been convicted of a felony within the last 7 years? .....  Yes  No  
If Yes, please explain \_\_\_\_\_

AN EQUAL OPPORTUNITY EMPLOYER, WOMEN AND MINORITIES  
ARE ENCOURAGED TO APPLY

Education & Training

	Name of School	Address	Course of Study	Years Completed	Diploma
Elementary School					
High School					
Undergraduate School					
Graduate School					

Indicate any foreign languages you can speak, read, and/or write:			
	Fluent	Good	Fair
Speak			
Read			
Write			

Describe any specialized training related to the position you are applying for:

List any apprenticeship, skills and extra-curricular activities:

## Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1. Employer	Telephone	Dates Employed		Work Performed
	( )	From	To	
Address				
Job Title	Hourly Rate/Salary			
	Starting	Final		
Supervisor				
Reason for Leaving				
2. Employer	Telephone	Dates Employed		Work Performed
	( )	From	To	
Address				
Job Title	Hourly Rate/Salary			
	Starting	Final		
Supervisor				
Reason for Leaving				
3. Employer	Telephone	Dates Employed		Work Performed
	( )	From	To	
Address				
Job Title	Hourly Rate/Salary			
	Starting	Final		
Supervisor				
Reason for Leaving				
4. Employer	Telephone	Dates Employed		Work Performed
	( )	From	To	
Address				
Job Title	Hourly Rate/Salary			
	Starting	Final		
Supervisor				
Reason for Leaving				
5. Employer	Telephone	Dates Employed		Work Performed
	( )	From	To	
Address				
Job Title	Hourly Rate/Salary			
	Starting	Final		
Supervisor				
Reason for Leaving				

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

**Special Skills and Qualifications**

Summarize special skills and qualifications acquired from employment or other experiences.

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**References**

Give name, address, and telephone number of three references who are not related to you and are not previous employers.

Name	Occupation	Address	Telephone #
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____

**Applicant's Statement**

I certify that 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.

The applicant understands that neither this document nor any offer of employment from The employer constitutes an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

In an 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