

LANSDALE BOROUGH  
APPLICATION FOR EMPLOYMENT  
an equal opportunity employer

LAST NAME	FIRST NAME	MIDDLE INITIAL
PERMANENT ADDRESS (CITY, STATE, ZIP)		

TELEPHONE NUMBER (DAY)	(EVENING)			
POSITION OR TYPE OF WORK FOR WHICH YOU ARE APPLYING:				
PLEASE CHECK PREFERRED STATUS:				
Full Time	Part Time	Seasonal	No Preference	Other:
DATE AVAILABLE TO START:				

Are you over the age of 18?      Yes      No    If no, state your age:

Are you willing to work overtime, if necessary?      Yes      No

Can you perform the essential duties of the job for which you are applying, with or without reasonable accommodation?      Yes      No

Have you ever been convicted of a crime other than a minor traffic offense or are there charges presently pending against you for any crime other than a minor traffic offense?      Yes      No

If yes, state the nature of the offense, date, city and state:

*Disclosure of a criminal record will not necessarily disqualify you for employment consideration. Each offense will be evaluated on its own merit with consideration for job duties which you will be performing.*

During the past ten years have you even been involved in any work-related incident (s) which caused damage to facilities, equipment, property or other persons?      Yes      No

Do you have the legal right to work in the United States?      Yes      No

Do you have a valid Driver's License?      Yes      No

RECORD OF EDUCATION				
(LIST SCHOOLS FROM WHICH YOU OBTAINED A DEGREE OR CERTIFICATION)				
High School	Location	Diploma/GED?	Yes	No
College	Course of Study	Degree Received	Date Received	
Other Education				

**RECORD OF PREVIOUS EMPLOYMENT (use additional page if necessary)**

(PROVIDE INFORMATION ON THE PREVIOUS 10 YEARS OF EMPLOYMENT, INCLUDE MILITARY SERVICE)

PRESENT OR MOST RECENT EMPLOYER		EMPLOYER DATES	POSITIONS HELD AND DUTIES PERFORMED
Name		From	
Street Address		To	
City, State, Zip		Ending Salary	Reason for Leaving:
Supervisor	Telephone Number		

DOES YOUR PRESENT EMPLOYER KNOW YOU ARE SEEKING EMPLOYMENT ELSEWHERE?                      YES      NO

PRESENT OR MOST RECENT EMPLOYER		EMPLOYER DATES	POSITIONS HELD AND DUTIES PERFORMED
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Street Address		To	
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**APPLICATION FOR EMPLOYMENT**

Computer Operation:	Yes	No
Word Processing:	Yes	No
Spreadsheet:	Yes	No
Publisher:	Yes	No
Provide example of work projects performed on computer which demonstrates skill:		

If you are applying for a Public Works position, indicate		
Do you possess a Commercial Driver's License (CDL)? Yes No		
State:	Operator's Number:	Expiration Date:
Has your Driver's License been suspended or revoked in the last five years? Yes No		
If yes, please explain:		
Please indicate most recent moving violation		
Date:		
Violation:		
State of Incident:		

List specialized training courses or on-the-job training you have received:			
What type?	Who provided training?	Dates of training?	Location?

If necessary for employment, you may be required to have a physical examination and/or drug test.

The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of fact in my application, resume, or any other materials, or during any interviews can be justification for refusal of employment, or, if employed, discharge from employment. I authorize the Borough to verify and investigate, at its discretion, the information contained herein and make such further investigation as it deems proper with respect to my employment history, work habits, job performance, and educational background, whether same is of written record or not; and I authorize my employers to furnish such information and release them from any damage on account of furnishing such information.

I agree that a photocopy of this signed application shall have the effect of an original.

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Applicant's Signature Date

**RECORD OF PREVIOUS EMPLOYMENT (additional page)**

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