



BOROUGH OF HATBORO

414 S. YORK ROAD

Hatboro, PA 19040

www.myhatboro.org

215-443-9100 215-443-0182 (Fax)

Application for Employment

The Borough of Hatboro is an equal opportunity employer and does not discriminate based on race, color, religion, sex, national origin, age, disability or other protected class. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

If due to a disability, you need assistance or accommodation in completing the employment application or during the interviewing or screening process, please contact the Borough at 215-443-9100. For more information about our borough, please visit <https://myhatboro.org>

PERSONAL INFORMATION

Name: _____
Last First Middle

Present Address: _____

Permanent Address (if different): _____

Cell Phone: _____ Home Phone: _____

Email Address: _____

List any relatives currently working for the Borough: _____

How did you learn about the position for which you are applying? (ad, website, e-news): _____

Referred by: _____

EMPLOYMENT DESIRED

Position: _____ Date you can start: _____

Are you employed now? _____ If so, may we inquire of your present employer? _____

Have you applied to the Borough before? _____ If yes, when? _____

EDUCATION

	Name & Location of School	No. of Yrs. Attended	Did You Graduate?	Major Course of Study
High School				

College				
Trade, Business, or Correspondence School				

Please describe additional skills, training, or ability you would like us to consider in evaluating your qualifications. This may include computer software package experience, licenses or certifications, customer service experience, heavy equipment experience, technical training, etc.:

FORMER EMPLOYERS

Please list your last 4 employers, starting with your most recent/current employer. This section must be completed.

Please note, we may contact these employers.

1.	Place of Employment _____	
	Address _____	Phone _____
	_____	Supervisor _____
	Job Title _____	_____
	Duties _____	Dates of Employment _____
	_____	Reason for leaving _____
2.	Place of Employment _____	
	Address _____	Phone _____
	_____	Supervisor _____
	Job Title _____	_____
	Duties _____	Dates of Employment _____
	_____	Reason for leaving _____
3.	Place of Employment _____	
	Address _____	Phone _____
	_____	Supervisor _____
	Job Title _____	_____
	Duties _____	Dates of Employment _____
	_____	Reason for leaving _____

4. Place of Employment _____
 Address _____ Phone _____
 _____ Supervisor _____
 Job Title _____
 Duties _____ Dates of Employment _____
 _____ Reason for leaving _____

PROFESSIONAL REFERENCES

Please provide the names of three professional references, two of whom you have worked with professionally or educationally and have known for at least one year. These three persons should not be related to you.

1.	Name _____	Occupation _____
	Email _____	Relation _____
	Phone _____	Years Acquainted _____
2.	Name _____	Occupation _____
	Email _____	Relation _____
	Phone _____	Years Acquainted _____
3.	Name _____	Occupation _____
	Email _____	Relation _____
	Phone _____	Years Acquainted _____

Are you able, with or without accommodation to perform all of the essential functions of the job for which you are applying? (Circle Yes or No) **YES** **NO**

U. S. MILITARY SERVICE

Do you claim Veterans' Preference? _____

If yes, attach form DD214 with completed application.

Dates of Service: From _____ To _____ Branch _____

Rank and Principal Duties: _____

Type of Discharge _____

ADDITIONAL

Are you authorized to work in the United States? (*Circle Yes or No*) **YES** **NO**

If not, are you an alien lawfully authorized to work in the United States? **YES** **NO**

Commercial Driver’s License (CDL) designation: _____

I understand that any false answer, statement, or representation made by me in this application shall constitute sufficient cause for discharge. I also understand that nothing contained in this employment application or granting of an interview is intended to create an employment contract between the Borough and myself for either employment or for the granting of benefits. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Borough unless made in writing. If an employment relationship is established, I understand and agree that it is not for a definite period of time and that I have the right to terminate my employment at any time and that the Borough retains a similar right.

I understand that, if accepted for employment, it is necessary to abide by the rules and policies of the Borough.

Date: _____

Signature: _____

PLEASE ANSWER THE FOLLOWING QUESTION IN 75 WORDS OR LESS:

What value will you bring to the Borough of Hatboro?