

**BOROUGH OF DOWNINGTOWN**  
**4-10 W. LANCASTER AVENUE**  
**DOWNINGTOWN, PA 19335**

**EMPLOYMENT APPLICATION**

(Please complete the entire application, sign and date)

**Personal Information:**

Applicant Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Number of years at this address: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Position Interested In: \_\_\_\_\_

Current/Valid Driver's License Required: State: \_\_\_\_\_ License #: \_\_\_\_\_

CDL:  Yes  No If yes, Class \_\_\_\_\_

**It is the policy of the Borough of Downingtown to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as, race, color, religion, gender, national origin, age, disability or veteran status.**

Job/Position Applied For: \_\_\_\_\_ Full or Part-time: \_\_\_\_\_

Are you currently employed:  Yes  No

If yes, may we contact current employer?  Yes  No

Have you ever applied to the Borough of Downingtown before?  Yes  No

**Education:**

High School (Name & Location): \_\_\_\_\_

Years Attended: \_\_\_\_\_ Did You Graduate?:  Yes  No

College (Name & Location): \_\_\_\_\_

Years Attended: \_\_\_\_\_ Did You Graduate?:  Yes  No

**General Information:**

Special Study/Research/Experience or Training (Specify): \_\_\_\_\_  
\_\_\_\_\_

**Employment History:** (List last three employers, start with most current first)

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Position: \_\_\_\_\_ Salary: \_\_\_\_\_  
Date of Hire: \_\_\_\_\_ Date of Termination: \_\_\_\_\_  
Reason For Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Position: \_\_\_\_\_ Salary: \_\_\_\_\_  
Date of Hire: \_\_\_\_\_ Date of Termination: \_\_\_\_\_  
Reason For Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Position: \_\_\_\_\_ Salary: \_\_\_\_\_  
Date of Hire: \_\_\_\_\_ Date of Termination: \_\_\_\_\_  
Reason For Leaving: \_\_\_\_\_

**Authorization:**

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences, immediate termination.

I authorize the Borough of Downingtown to contact former employers and educational organizations regarding my employment and education. I understand that an offer of employment is contingent upon my providing consent on the Authorization to Obtain Information I have been provided. Employment is contingent upon favorable results from a criminal background check, motor vehicle report, pre-employment physical and drug/alcohol test.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_