



BOROUGH OF WEST READING

500 Chestnut Street, West Reading PA 19611

(610) 374-8273 Fax: (610) 374-8419

www.westreadingborough.com

EMPLOYMENT APPLICATION

West Reading Borough (herein after referred to as WRB) is an equal opportunity employer.

Work Preference

Position(s) for which you are applying:

Type of employment desired: ☐ Full Time ☐ Part Time Salary Desired:

Indicate the amount of hours you are available per week: Date available to start:

General Information

Full Name Telephone (Cell)

Address Telephone (Home)

City State Zip Code Email

Do you have the legal right to live and work in the United States? ☐ Yes ☐ No
(If hired, you will be required to provide proof of your identity and right to work in this country in accordance with existing immigration laws.)

If employed and you are under the age of 18, can you furnish a work permit? ☐ Yes ☐ No ☐ N/A

Have you ever been convicted of a crime, including any pretrial diversions ☐ Yes* ☐ No
(i.e. Accelerated Rehabilitative Disposition/ARD program)? Conviction of a crime or ARD is not an automatic bar to employment. WRB will consider the nature of the offense, the date and the relationship between the offense and the position applied for.

*If yes, please explain and include date of the offense:

Have you ever filed an application with WRB before? ☐ Yes ☐ No

Have you ever been employed by WRB before? ☐ Yes* ☐ No

*If yes, please give dates: From: ___/___/___ to: ___/___/___

Are you in a lay-off and subject to recall? ☐ Yes ☐ No

Can you travel if a job required it? ☐ Yes ☐ No

Educational Background

Name of School	City & State	Major course of study	Circle last year completed	Degree or Diploma
High School or Prep School			9 10 11 12	
College or Technical School			1 2 3 4	
College (or Advanced Degree)			1 2 3 4	

List particular skills which you feel especially qualify you for the position you seek with this organization. Include, if applicable, specialized certifications or licenses, computer knowledge and experience level, language fluency, etc.:

Employment History - List each position held. Start with your present or last job. PLEASE DO NOT WRITE "SEE RESUME"

Company Name**Address**

Employed From (Mo./Yr.)**Employed To (Mo./Yr.)****Position Title****Salary**

Supervisor Name, Title (plus contact information)**Reason for Leaving**

Company Name**Address**

Employed From (Mo./Yr.)**Employed To (Mo./Yr.)****Position Title****Salary**

Supervisor Name, Title (plus contact information)**Reason for Leaving**

Company Name**Address**

Employed From (Mo./Yr.)**Employed To (Mo./Yr.)****Position Title****Salary**

Supervisor Name, Title (plus contact information)**Reason for Leaving**

References – Give the names of three persons not related to you, whom you have known at least one year.

Name	Phone Number	Business	Years Acquainted

I certify that the information contained on this application is correct to the best of my knowledge and understand that falsification of this information is grounds for dismissal if employed. I further understand that this application is not intended to be a contract of employment, nor does this application obligate WRB in any way if it decides to employ me.

I authorize the employers/supervisors as well as any other previous employers to give WRB any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing said information to WRB.

WRB or its designee is hereby authorized to investigate my past employment, criminal record, child abuse clearances, driving record and military record. For the purpose of verifying my qualifications for employment, WRB is authorized to obtain educational records and information relating to courses taken, my performance in those courses, degrees and awards received by me as well as disciplinary actions taken against me while enrolled. In the event an investigation reveals convictions or security related issues, I understand my employment could be terminated immediately.

I understand that I may be required to take a pre-employment drug test and/or submit to drug testing at any time during my employment with WRB.

If employed by WRB, I agree to conform to its policies and procedures. Employment at WRB is at-will; i.e., either you or WRB may discontinue employment at any time, for any or no reason, with or without notice. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the Borough.

Applicant's Signature

Date