



**SWARTHMORE BOROUGH**  
**EMPLOYMENT APPLICATION**  
**An Equal Opportunity Employer**

**Instructions**

Please fill out your job application completely. The information you provide will be used to determine your qualifications for employment with Swarthmore Borough in the position(s) applied for. It is important that you answer all questions on your application fully and accurately. Failure to do so may delay consideration of your application and could result in disqualifying you from further consideration.

*\*Please note: If you are submitting a resume please only fill out the first page of the application and the consent form.* Your completed application form must be returned to the Borough (see page 3 of this application for instructions), along with the Consent Form and received by the Assistant Borough Manager by the date and time deadline listed on the Job Vacancy Announcement. We appreciate your time and your interest in a career with the Borough of Swarthmore.

<b>Position Applying For:</b> _____	<b>Date:</b> _____
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**Personal Information**

**Name:** \_\_\_\_\_ **Social Security #** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Current Address** \_\_\_\_\_ **Alternative Address** \_\_\_\_\_  
(Street) (Street)

\_\_\_\_\_  
(City) (State) (Zip) (City) (State) (Zip)

Are you 16 years of age or older? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever filed an application with the Borough before? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever worked for the Borough before? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please list dates of employment and position held \_\_\_\_\_

Do you have a valid driver's license? \_\_\_\_\_ Yes \_\_\_\_\_ No

Driver's License # \_\_\_\_\_ State: \_\_\_\_\_ Class/Type: \_\_\_\_\_

Please list the names of any relatives either currently employed by or serving as an elected or appointed official of Swarthmore Borough (indicating their relationship(s) to you): \_\_\_\_\_

## Education

	Name & Location of School	No. Of Years Attended	Date Graduated	Major(s)/ Concentration(s)
High School				
College/ Graduate School				
Trade, Business or Correspondence School				

## Special Skills/Professional Affiliations

Please list all applicable skills, special training received and also any professional, trade, business, and civic activities, including any offices held, and other positions and experiences you may have applicable to the position (you may exclude affiliations that would reveal your age, gender, race, religion, national origin, ancestry, disability, sexual orientation, or other protected status):

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## Former Employer(s) (list below last three employers, starting with most recent one first)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving

## References

Name	Address	Business	Relationship	Phone Number

## Consent

With the submission of this application I certify that all statements are true and correct to the best of my knowledge and belief. Any misrepresentations or omissions on this application may be cause for rejection of the application or dismissal after employment.

I authorize the investigation of all statements contained in this application and authorize the Borough to perform a background check as may be necessary in arriving at an employment decision.

I have been furnished a copy of the Job Description for the position applied for and fully understand the essential job duties and have listed any reasonable accommodations that may be necessary for me to perform those duties.

I agree, if hired to abide by all rules and regulations, and by any amendments thereto adopted, and by all administrative and disciplinary regulations of the Borough of Swarthmore, as may be provided in the Employee Handbook and other policies and procedures that may from time to time be in force.

I understand that, as part of the application process for the position applied for, I may be required, and I hereby agree, to an oral interview, a comprehensive physical examination and screening for alcohol and other drugs, and a criminal, credit, and character background investigation, all prior to being placed as a probationary employee of the Borough of Swarthmore.

I understand that all employees of the Borough are employed at-will, which means that either the Borough or the employee may terminate the employment relationship at any time, with or without notice and for any and no reason. No employee or representative of the Borough has authority to enter into any agreement specifying duration of employment or abrogating an employee's at-will employment status. I understand that this application is not intended to confer any contractual right or obligation to any party and that the Borough reserves the right to change any practice, policy or procedure with or without notice, at its sole discretion.

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**Applicant's Signature**

**Date**

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**Guardian's Signature**

(if applicant is under the age of 18)

**Date**

**Application and materials can be mailed, emailed or faxed to:**

**Swarthmore Borough  
ATTN: JANE BILLINGS  
121 Park Avenue  
Swarthmore, PA 19081  
Fax: 610-549-1833  
[swarthmore2@comcast.net](mailto:swarthmore2@comcast.net)**