



South Middleton Township

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

South Middleton Township considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability or any other legally protected status.

This application will be kept on file for one year. It is the applicant's responsibility to ensure that a current application is on file.

Position(s) Applying For:

Full-time or Part-time

Name

(Last)

(First)

(Middle)

Current Address

(Street)

(City)

(State)

(Zip)

Permanent Address

(if other than current)

(Street)

(City)

(State)

(Zip)

Home Phone

() -

Work Phone

() -

Cell Phone

() -

Email

PERSONAL

Are you permitted to be lawfully employed in the United States? Yes No
(Proof of citizenship or immigration status will be required upon employment.)

Have you ever filed an application with the Township before? Yes No

Have you ever worked for the Township before? Yes No If yes, please state dates of employment and department _____

Are you 18 years of age or over? Yes No

Driver's License # _____ State _____ Class/Type _____

Is your driver's license valid? Yes No

Are you a veteran of any branch of the United States Armed Forces? Yes No

Have you ever been convicted of a felony or misdemeanor, including sex-related or abuse related offenses?
 Yes No

If yes, please explain:

(Conviction will not necessarily disqualify applicant from employment.)

When will you be available for work? _____

How did you hear about the job? Walk-In Advertisement Other _____ (Explain)

EDUCATION

High School

Name & Address of School

Number of Years Completed & Year of Graduation Concentration

College/University

Name & Address of School

Number of Years Completed Concentration

Other (Including Post Graduate Education)

Name & Address of School

Number of Years Completed Concentration

SKILLS AND TRAINING

Please list all applicable skills and training received.

EMPLOYMENT

List your last (or present) job first, and all others in descending order. Be sure to list all employment, including military service. If additional space is required, please attach an 8½ x 11 sheet of paper.

1.

| | | |
|--------------|--|----------|
| Company Name | | Position |
|--------------|--|----------|

Company Address

() -

| | | |
|--------------------|----------------|--------------|
| Telephone Number | Dates: From | To |
| | \$ | \$ |
| Reason for Leaving | Initial Salary | Final Salary |

2.

| | | |
|--------------|--|----------|
| Company Name | | Position |
|--------------|--|----------|

Company Address

() -

| | | |
|--------------------|----------------|--------------|
| Telephone Number | Dates: From | To |
| | \$ | \$ |
| Reason for Leaving | Initial Salary | Final Salary |

3.

| | | |
|--------------|--|----------|
| Company Name | | Position |
|--------------|--|----------|

Company Address

() -

| | | |
|--------------------|----------------|--------------|
| Telephone Number | Dates: From | To |
| | \$ | \$ |
| Reason for Leaving | Initial Salary | Final Salary |

REFERENCES

Please list professional references. Two (2) must be designated as previous supervisors.

| | |
|------|-------------------------------------|
| 1. | () - |
| Name | Title/Relationship Telephone Number |

| | |
|---------|---------|
| Company | Address |
|---------|---------|

| | |
|------|-------------------------------------|
| 2. | () - |
| Name | Title/Relationship Telephone Number |

| | |
|---------|---------|
| Company | Address |
|---------|---------|

| | |
|------|-------------------------------------|
| 3. | () - |
| Name | Title/Relationship Telephone Number |

| | |
|---------|---------|
| Company | Address |
|---------|---------|

| | |
|------|-------------------------------------|
| 4. | () - |
| Name | Title/Relationship Telephone Number |

| | |
|---------|---------|
| Company | Address |
|---------|---------|

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 investigation of all statements contained in this application including contacting all employers and references listed, and authorize the Township to perform the necessary background checks in arriving at an employment decision.

I understand that all employees of the Township are employees at-will, which means that either the Township 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 Township has authority to enter into any agreement specifying duration of employment or rescind 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 Township reserves the right to change any practice, policy or procedure with or without notice, at its sole discretion.

I understand that the offer of employment is contingent on the results of a pre-employment drug test. Applicants under 18 years of age must have parental consent. Confirmed positive test results will automatically disqualify an applicant from employment.

Applicant’s Signature Date