



Application for Employment

East Allen Township is committed to a policy of Equal Opportunity and will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, use of a guide or support animal because of blindness, deafness, or physical handicap, veteran or military status, genetic information, sexual orientation, or any other legally recognized protection that is based on federal, state, or local law. The information collected as part of this application is solely used to determine suitability for employment, verify identity, and maintain statistics on applicants.

Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and certain state and local laws. A reasonable accommodation is a change in the ways things are normally done which will ensure an equal opportunity without imposing undue hardship on the Township. Please inform the Township Manager regarding any assistance that may be necessary to ensure equal participation in completing this form or any others as part of the application process.

GENERAL INFORMATION

Name:

First

Middle

Last

Address:

Street

City

State

Zip Code

Contact
Info:

Phone

Email

Are you legally authorized to work in the United States?

☐

YES

☐

NO

Are you at least 18 years old?

☐

YES

☐

NO

Have you been previously employed with East Allen Township?

☐

YES

☐

NO

Do you have a valid Driver's License?

☐

YES

☐

NO

Do you have any relatives or friends who work for East Allen Township?

☐

YES

☐

NO

Have you been convicted of a Misdemeanor or Felony?

☐

YES

☐

NO

If yes, please describe the nature of the conviction

☐

YES

☐

NO

Date Available To Work: _____ Rate Requested: _____

POSITION INFORMATION

Position Desired:

Applying for

☐

Full Time

☐

Part Time

☐

Seasonal

EDUCATION HISTORY

	School Name	Course of Study
High School	_____	_____
College or University	_____	_____
Graduate School	_____	_____
Vocational or Trade School	_____	_____
Other Education	_____	_____

PLEASE NOTE THAT A DIPLOMA AND TRANSCRIPT MAY BE REQUESTED AS PART OF THE HIRING PROCESS

PROFESSIONAL REFERENCES

Please list (3) professional references that we may contact. Please do not include any current or former work supervisors, they will be contacted separately during the interview process.

Name	Type of Acquaintance
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Email	Phone Number
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Name	Type of Acquaintance
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Email	Phone Number
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Name	Type of Acquaintance
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Email	Phone Number
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EMPLOYMENT HISTORY

Please list all employment experience for the past (10) years, please start with the most recent position. You may include military services in this section. Please use a separate section for each position held and describe in detail all work experience including periods of employment. You may include as part of employment history any work that may be related volunteer experience and the volunteer status should be noted. The submission of a resume does not substitute the completion of this section. Please include a separate page if necessary.

Employer Name	Location
Supervisors Name and Title	Phone Number
Position Title	Reason for Leaving
Position Responsibilities and Duties	
Employed From _____ to _____	
(START)	(END)

Employer Name	Location
Supervisors Name and Title	Phone Number
Position Title	Reason for Leaving
Position Responsibilities and Duties	
Employed From _____ to _____	
(START)	(END)

Employer Name	Location
Supervisors Name and Title	Phone Number
Position Title	Reason for Leaving
Position Responsibilities and Duties	
Employed From _____ to _____	
(START)	(END)

ADDITIONAL QUALIFICATIONS

Please list below any special skills, work related training, certifications, licenses, and/or any other qualifications for the position you are seeking.

PLEASE LIST ANY ADDITIONAL ON A SEPARATE PAGE

CERTIFICATIONS

Please list below any certifications or training you may already have that are relevant to the position you are seeking.

PLEASE LIST ANY ADDITIONAL ON A SEPARATE PAGE – COPIES OF THESE DOCUMENTS MAY BE REQUESTED AS PART OF THE APPLICATION PROCESS

EMERGENCY CONTACT

Name	Type of Acquaintance
Email	Phone Number

CONDITIONS OF THIS APPLICATION

I understand that I may be subject to a pre-employment drug test after receiving my conditional offer of employment and must receive a negative result for illegal drug use before being permitted to commence work for East Allen Township.

I understand that I may be subject to a pre-employment medical examination after receiving my conditional offer of employment and must meet the qualifications for the position, with or without reasonable accommodation, before being permitted to work for East Allen Township.

I understand that, where permissible under applicable federal, state, and local law, I may be subject to a pre-employment background check after receiving a conditional offer of employment to investigate my criminal background, driving record, and other matters related to my suitability for employment. I understand that a separate disclosure and consent form will be provided to me prior to any such background check being performed by East Allen Township.

I understand that a record of criminal conviction or less than honorable discharge from military service will not necessarily bar me from employment, unless consistent with law and if related to legitimate qualifications related to the position being sought.

I understand that it is the policy of East Allen Township not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation and that the Township complies with its Equal Opportunity Employment Policy as stated on page 1 of this application.

I hereby certify that the information given by me is true in all respects. I authorize the Township and its representatives to contact my prior employers and all others (with exception of my current employer if I have marked "May we contact" of this application as "no") for the purpose of verification of the information I have supplied and I hereby RELEASE FROM LIABILITY the Township and its representatives related to seeking, gathering, and using such information to make employment decisions, within the extent of the law.

I authorize employers, schools, and other persons named on this application to provide any relevant information or transcripts requested.

I understand that employment with East Allen Township is contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States.

I hereby certify that, if employed, my employment with the Township will not conflict with or result in the violation of, breach of, or default under, my contract, agreement, or understanding that I am a party to or am bound by, other than those I have disclosed in this application, if any.

I hereby certify that, if employed I will report to my supervisors, Township Manager, or any other management position, if I am harassed by someone in East Allen Township, or if I become aware of any unethical behavior by any employee of East Allen Township.

I hereby certify that all of the above information is true and complete, and I understand that falsification or omission of information may immediately disqualify me from consideration of employment, or if hired, may result in termination regardless of the time that has elapsed before discovery.

I have read and understand all the above conditions as part of my submission of this application.

Signature

Date