



UPPER MACUNGIE TOWNSHIP

**APPLICATION FOR EMPLOYMENT**

Upper Macungie Township is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy), sexual orientation, gender (including gender identity, gender nonconformity and status as a transgender or transsexual individual), age (40 and over), citizenship, past, current or prospective service in the uniformed services, genetic information, having a diploma based on passing a general educational development test as compared to a high school diploma, physical or mental disability, non-job related handicap or disability, known relationship or association with a person who has a handicap or disability, use of a guide or support animal because of blindness, deafness or physical handicap, or any other characteristic protected under federal, state or local law ("Protected Characteristic"). The information collected by this application is solely to determine suitability for employment, verify identity, and maintain employment statistics on applicants.

Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on the Township. Please inform the Township's personnel representative if you need assistance completing any forms or to otherwise participate in the application process.

**GENERAL INFORMATION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
FIRST MIDDLE LAST

Address \_\_\_\_\_  
STREET CITY STATE ZIP CODE

Contact Number ( ) \_\_\_\_\_ Date available to start work: \_\_\_\_\_

Alternate Contact Number ( ) \_\_\_\_\_ Email (optional): \_\_\_\_\_

Are you legally authorized to work in the United States?  Yes  No

Are you at least 18 years old?  Yes  No

Have you previously been employed by our Township?  Yes  No

Do you have a valid driver's license (for driving-related positions)?  Yes  No

How were you referred to the Township? \_\_\_\_\_

\_\_\_\_\_

Have you been convicted of a felony or misdemeanor?  Yes  No

If yes, briefly describe the nature of the conviction \_\_\_\_\_

\_\_\_\_\_

**POSITION INFORMATION**

Position applied for or type of work desired? \_\_\_\_\_

Applying for:  Full-time  Part-time  Seasonal

## EDUCATION

|  | School Name and Location | Highest Grade/Years Completed | Grade Point Average | Course of Study or Major/Degree Attained |
|--|--------------------------|-------------------------------|---------------------|--|
| <b>College or University</b>               |                          |                               |                     |  |
| <b>Vocational or Trade School</b>          |                          |                               |                     |  |
| <b>Graduate School</b>                     |                          |                               |                     |  |
| <b>Other (including military training)</b> |                          |                               |                     |  |

## ADDITIONAL JOB-RELATED QUALIFICATIONS

List any work-related training, skills, certifications, licenses, and/or other qualifications. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Detail any past responsibilities and achievements. Note any special coursework, honors, activities, special projects, or any other information that will assist us in considering your application for employment. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PROFESSIONAL REFERENCES

List three professional references (other than those listed as current/former supervisor) that we may contact:

Name \_\_\_\_\_ Telephone No. \_\_\_\_\_

Email Address \_\_\_\_\_ Type of Acquaintance \_\_\_\_\_

Name \_\_\_\_\_ Telephone No. \_\_\_\_\_

Email Address \_\_\_\_\_ Type of Acquaintance \_\_\_\_\_

Name \_\_\_\_\_ Telephone No. \_\_\_\_\_

Email Address \_\_\_\_\_ Type of Acquaintance \_\_\_\_\_

## EMPLOYMENT HISTORY

List all employment experience for the past seven years, starting with the most recent or present employer, including U.S. Military Service. Using a separate section for each position, describe in detail all work experience including periods of unemployment. **You may include as part of your employment history any verified work performed on a volunteer basis. Resumes may not be substituted in lieu of completing the following employment information.**

|   |   |
|---|---|
| Current Employer _____<br>Geographic Location _____<br>Your Position _____<br>Supervisor's Name/Title _____<br>May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No    If no, why? _____<br><hr/> Primary responsibilities _____<br>_____ | Phone (____) _____<br>From _____<br><div style="text-align: center; margin: 0 20px;">Month                  Year</div> To _____<br><div style="text-align: center; margin: 0 20px;">Month                  Year</div> Reason for Leaving _____<br>_____ |
| Employer _____<br>Geographic Location _____<br>Your Position _____<br>Supervisor's Name/Title _____<br><hr/> Primary responsibilities _____<br>_____  | Phone (____) _____<br>From _____<br><div style="text-align: center; margin: 0 20px;">Month                  Year</div> To _____<br><div style="text-align: center; margin: 0 20px;">Month                  Year</div> Reason for Leaving _____<br>_____ |
| Employer _____<br>Geographic Location _____<br>Your Position _____<br>Supervisor's Name/Title _____<br><hr/> Primary responsibilities _____<br>_____  | Phone (____) _____<br>From _____<br><div style="text-align: center; margin: 0 20px;">Month                  Year</div> To _____<br><div style="text-align: center; margin: 0 20px;">Month                  Year</div> Reason for Leaving _____<br>_____ |
| Employer _____<br>Geographic Location _____<br>Your Position _____<br>Supervisor's Name/Title _____<br><hr/> Primary responsibilities _____<br>_____  | Phone (____) _____<br>From _____<br><div style="text-align: center; margin: 0 20px;">Month                  Year</div> To _____<br><div style="text-align: center; margin: 0 20px;">Month                  Year</div> Reason for Leaving _____<br>_____ |

Please explain any gaps of employment: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING**

I have disclosed all information that is relevant and should be considered applicable to my candidacy for employment.

\_\_\_\_\_ Initials

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

\_\_\_\_\_ Initials

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

\_\_\_\_\_ Initials

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 (for driving positions), 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.

\_\_\_\_\_ Initials

I also 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.

\_\_\_\_\_ Initials

I understand that it is the policy of this 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.

\_\_\_\_\_ Initials

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 the 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 ANY LIABILITY the Township and its representatives related to seeking, gathering, and using such information to make employment decisions (to the extent consistent with law), and all other persons or organizations for providing such information. I authorize employers, schools, and other persons named on this application to provide any relevant information or transcripts requested.

\_\_\_\_\_ Initials

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

\_\_\_\_\_ Initials

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, any 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.

\_\_\_\_\_ Initials

I hereby certify that, if employed, I will report to my supervisor, a representative of Human Resources, or other member of management, if I am ever harassed by someone in the Township or if I ever become aware of any unethical behavior by any employee.

\_\_\_\_\_ Initials

**I expressly understand and agree that, if employed, my employment, having no specified term, is based upon mutual consent and may be terminated at will, with or without cause, by either party without prior notice to the other, unless otherwise prohibited by law.**

\_\_\_\_\_ Initials

**I understand that no representative or agent of the Township has the authority to enter into an agreement for employment for any specified period of time, or to make any change in any policy, procedure, benefit, or other terms or condition of employment other Township Manager.**

\_\_\_\_\_ Initials

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

**Note:** An offer of employment is conditioned upon complying with Upper Macungie Township's requirements including, but not limited to, signing a separate disclosure and consent form prior to any background investigation.

MY SIGNATURE IS EVIDENCE THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS:

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_