

LOWER MACUNGIE TOWNSHIP

Application for Employment

www.lowermac.com

TO APPLICANT: We deeply appreciate your interest in our organization. Thank you for taking time to complete this application.

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, non job related disability, veteran status, attainment of benefits, and participation in union activities. The laws of most states and many localities also prohibit some or all of the above types of discrimination as well as some additional types including, but not limited to, discrimination based upon ancestry, marital status, parental status, sexual orientation, or source of income. The Fair Credit Reporting Act imposes restrictions with respect to credit data. **This list, however, is not exhaustive of the grounds on which discrimination is prohibited.**

(PLEASE PRINT PLAINLY)

PERSONAL Date _____

Name _____
Last First Middle

Telephone No. (_____) _____

Address _____
No. Street

_____ City State Zip

Are you legally eligible for employment in the U.S.A.? Yes ____ No ____ If hired, you are required to submit proof of your eligibility to work in the U.S.A.

Are you over the age of eighteen? Yes ____ No ____ If no, hire is subject to verification that you are of minimum legal age.

Position(s) applied for _____

Were you previously employed by us? Yes ____ No ____ If yes, when? _____

Do you have any friends or relatives working for the Township? Yes ____ No ____ If yes, state name(s) and relationship. _____

If your application is considered favorably, on what date will you be able for work? _____

Are there any other job related experiences, skills, or qualifications which will be of special benefit in the job for which you are applying? _____

Are you available for work on weekends? Yes ____ No ____

Would you be available to work overtime, if necessary? Yes ____ No ____

(Turn to next page)

Have you been convicted of a felony or misdemeanor in the past _____ years? Yes _____ No _____

If yes, please give the conviction date and nature of the offense. _____

_____ A conviction record will not necessarily bar employment.

EMPLOYMENT HISTORY

List below present and past employment, beginning with your most recent

Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.			
	Reason for Leaving						
	Describe the work you did:						
Telephone							

Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.			
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Telephone							

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IV

Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Name of Supervisor
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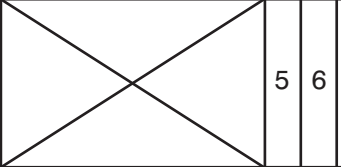
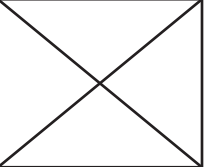
I hereby give permission to contact the employers listed above concerning my prior work experience as indicated below.

- Employer I? Yes _____ No _____ initial _____
- Employer II? Yes _____ No _____ initial _____
- Employer III? Yes _____ No _____ initial _____
- Employer IV? Yes _____ No _____ initial _____

Do you understand the training and skill requirements of the job you are applying for? Yes _____ No _____

Are you able to satisfactorily perform the job for which you are applying? Yes _____ No _____ Not Sure _____

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Circle Last Year Completed				Did You Graduate?	List Program or Degree
			5	6	7	8		
Elementary							<input type="checkbox"/> Yes	
						<input type="checkbox"/> No		
High							<input type="checkbox"/> Yes	
						<input type="checkbox"/> No		
College							<input type="checkbox"/> Yes	
						<input type="checkbox"/> No		
Other (Specify)							<input type="checkbox"/> Yes	
						<input type="checkbox"/> No		

Do you have any other experience, training, qualifications or skills which you feel make you especially suited for work at the Township. _____

Please exclude the name of any organization that would indicate your race, color, religion, creed, age, national origin, sex, disability, sexual orientation or citizenship.

PERSONAL REFERENCES (Not Former Employers or Relatives)

Name and Occupation	Address	Phone Number

Have you ever applied for employment with the Township? Yes ____ No ____

May we telephone you to follow up on this application at home? Yes ____ No ____

If yes, what is the best time to call? _____

May we telephone you to follow up on this application at work? Yes ____ No ____

If yes, what is the best time to call? _____

What is your business telephone number? _____

Have you ever been discharged or forced to resign from any prior job? Yes ____ No ____

If yes, please explain _____

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement or significant omissions on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than an officer of the Township has authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in a writing signed by an officer.

Signature of Applicant