

TOWNSHIP OF
MIDDLETOWN
BUCKS COUNTY

APPLICATION FOR EMPLOYMENT

The Township of Middletown is an equal opportunity employer. The Township of Middletown considers applicants for all positions without regard to race, color, ethnicity, national origin, religion, creed, gender, sex, sexual orientation, age, disability, political belief, or any other legally protected status.

This application will be kept on file for two years. It is the responsibility of the applicant to ensure that a current application is on file.

Last Name

First Name

Middle Name

Address

City, State, ZIP

Email Address

Phone Number

Position(s) Applying For

Department (optional)

Full-Time or Part-Time (optional)

1. _____

2. _____

3. _____

Are you permitted to be lawfully employed in the United States? Proof required upon employment. _____ Yes _____ No

Have you ever been previously employed by Middletown Township? _____ Yes _____ No

(If yes, please state position and dates of prior employment _____)

Are you 18 years of age or older? _____ Yes _____ No

Driver's License Number _____ State _____ Class/Type _____ Expiration _____

Are you a veteran of any branch of the United States armed forces? _____ Yes _____ No

Have you been convicted of a felony or misdemeanor in the last 10 years? _____ Yes _____ No

(If yes, please explain _____)

Certain positions are subject to background checks. Convictions will not necessarily disqualify an applicant from employment.

When are you available to begin work? _____

How did you hear about this job? _____ Newspaper _____ Township Website _____ Online Job Website

_____ Walk-In _____ Other (please explain) _____

EDUCATION

High School

Name of School

Address of School

Number of Years Completed

Did you graduate?

Yes

No

Year of Graduation/Last Attended

College/University

Name of School

Address of School

Years Attended

Did you graduate?

Yes

No

Degree(s) Earned, if any

Other (Including Trade and/or Post-Graduate Education)

Name of School

Address of School

Years Attended

Did you graduate?

Yes

No

Degree(s) Earned, if any

SKILLS, TRAININGS, & CERTIFICATIONS

Please list all relevant skills, trainings, and certifications received.

EMPLOYMENT HISTORY

Please list your most recent job first with others in descending order. Please list all employment, including military service. Attach additional sheets if necessary. Please fill out completely and do not write "see resume."

1.

Business/Organization Name

Position(s)

Business/Organization Address

Dates Employed

Business/Organization Phone Number

Reason For Leaving

2.

Business/Organization Name

Position(s)

Business/Organization Address

Dates Employed

Business/Organization Phone Number

Reason For Leaving

TOWNSHIP OF
MIDDLETOWN
B U C K S C O U N T Y

| | | |
|----|------------------------------------|--------------------|
| 3. | <hr/> | <hr/> |
| | Business/Organization Name | Position(s) |
| | <hr/> | <hr/> |
| | Business/Organization Address | Dates Employed |
| | <hr/> | <hr/> |
| | Business/Organization Phone Number | Reason For Leaving |
| 4. | <hr/> | <hr/> |
| | Business/Organization Name | Position(s) |
| | <hr/> | <hr/> |
| | Business/Organization Address | Dates Employed |
| | <hr/> | <hr/> |
| | Business/Organization Phone Number | Reason For Leaving |
| 5. | <hr/> | <hr/> |
| | Business/Organization Name | Position(s) |
| | <hr/> | <hr/> |
| | Business/Organization Address | Dates Employed |
| | <hr/> | <hr/> |
| | Business/Organization Phone Number | Reason For Leaving |

PROFESSIONAL REFERENCES

| | | | |
|----|--------------|--------------|---------------|
| 1. | <hr/> | <hr/> | <hr/> |
| | Name | Title | Company |
| | <hr/> | <hr/> | <hr/> |
| | Relationship | Phone Number | Email Address |
| 2. | <hr/> | <hr/> | <hr/> |
| | Name | Title | Company |
| | <hr/> | <hr/> | <hr/> |
| | Relationship | Phone Number | Email Address |
| 3. | <hr/> | <hr/> | <hr/> |
| | Name | Title | Company |
| | <hr/> | <hr/> | <hr/> |
| | Relationship | Phone Number | Email Address |

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CONSENT

By 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 and acknowledge that certain positions are subject to background checks relevant to the sensitive nature of those positions, in accordance with the Township's background check policy and the Pennsylvania Criminal History Records Information Act (18 Pa.C.S. § 9125). I authorize the Township to perform a background check as may be necessary in arriving at an employment decision.

I understand that all employees of the Township are employed 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, except for employees covered by a collective bargaining agreement or other contract, and will be governed by the terms and conditions of the contract. No employee or representative of the Township 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 Township reserves the right to change any practice, policy or procedure with or without notice, at its sole discretion.

I understand that the Township may make a conditional offer subject to the results of a drug and alcohol test, and in some circumstances, a background check performed by the Middletown Township Police Department and/or a physical. Applicants under 18 years of age must have parental consent. Confirmed positive drug and/or alcohol test results will automatically disqualify an applicant from employment.

Applicant Signature

Date

Please send your completed employment application to Judy Reece at jreece@middletownbucks.org. Applications may also be hand-delivered or mailed to:

Middletown Township
3 Municipal Way
Langhorne, PA 19047