



TOWNSHIP OF MIDDLETOWN

APPLICATION FOR EMPLOYMENT

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, age, disability, political belief, or any other legally protected status.

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

Name _____
Last First Middle

Position(s) Applying For	Full-time or Part-time
1. _____	_____
2. _____	_____
3. _____	_____

Current Address _____
Street

City State Zip Code

Permanent Address
(If different than current) _____
Street

City State Zip Code

Home Phone () - **Work Phone** () -
Cell Phone () - **Email** _____

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 been convicted of a felony or misdemeanor in the past 10 years? Yes No

If yes, please explain:

(Certain positions are subject to background checks relevant to the position. Convictions will not necessarily disqualify applicant from employment.)

When will you be available for work? _____

How did you hear about the job? Walk-In; Newspaper Ad; Township Website; Other _____
(Explain)

EDUCATION

High School

Name & Address of School

Number of Years Completed

College/University

Name & Address of School

Number of Years Completed

Degree/Concentration

Other (Including Post-Graduate Education)

Name & Address of School

Number of Years Completed

Degree/Concentration

SKILLS, TRAINING AND CERTIFICATIONS

Please list all applicable skills, training, and certifications received.

EMPLOYMENT HISTORY

List your most recent 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
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Company Address

() -

Telephone Number	Dates: From	To
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Reason for Leaving

2.

Company Name	Position
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Company Address

() -

Telephone Number	Dates: From	To
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Reason for Leaving

3.

Company Name	Position
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Company Address

() -

Telephone Number	Dates: From	To
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Reason for Leaving

REFERENCES

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

1.

Name	Title/Relationship	() - Telephone Number
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Company	Address	Email Address
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2. _____ () -
Name Title/Relationship Telephone Number

Company Address Email Address

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

Company Address Email Address

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's Signature

Date