TOWNSHIP OF WHITEHALL

3219 MacArthur Road
Whitehall, PA 18052-2900
(610) 437-5524, ext. #150

Equal access in programs and employment is available to all persons. Those applicants requiring accommodation in the application and/or interview process should contact the Human Resource Officer.

APPLICATION FOR EMPLOYMENT

Whitehall Township shall act affirmatively to assure it will recruit, hire and promote for all job classifications without regard to race, creed, color, national origin, age, religion, ancestry, union membership, disability (in accordance with the Americans with Disabilities Act of 1990), Vietnam veteran status, lifestyle, sex, or sexual orientation. We are an Equal Opportunity Employer.

(PLEASE PRINT)

Position Applied for: **Date of Application: / /**

Name_____
Last First Middle

Address_____
Street City State Zip Code

Telephone Number (_____)_____-_____ Social Security Number _____-_____-_____

If necessary, best time to call you at home is ..... _____ a.m./p.m.

May we contact you at work?..... ☐ Yes ☐ No

If yes, work number and best time to call..... _____ a.m./p.m.

May we contact you on your cell phone?. ..... ☐ Yes ☐ No

If yes, cell number and best time to call..... _____ a.m./p.m.

May we contact you via email?..... ☐ Yes ☐ No

If yes, email address: _____

If you are under 18, can you furnish a work permit?..... ☐ Yes ☐ No

Have you ever filed an application here before?..... ☐ Yes ☐ No

If yes, give date..... _____/_____/_____

Have you ever been employed here before?..... ☐ Yes ☐ No

If yes, give dates..... From _____/_____/_____ to _____/_____/_____

Are you legally eligible for employment in this country? ..... ☐ Yes ☐ No

(Proof of U.S. Citizenship or immigration status will be required upon employment).

Date available for work..... _____/_____/_____

Type of employment desired ☐ Full-time ☐ Part Time ☐ Shift Work ☐ Temporary

Are you currently on "lay-off" status and subject to recall?..... ☐ Yes ☐ No

Can you travel if a job requires it?..... ☐ Yes ☐ No

Have you ever been convicted of a felony?..... ☐ Yes ☐ No

Convictions will not necessarily disqualify an applicant from employment.

If yes, please explain. _____

_____

_____

_____

EDUCATIONAL BACKGROUND (If job related)

A. List last three (3) schools attended, starting with most recent. **B.** List number of years completed. **C.** Indicate degree or diploma earned, if any. **D.** Grade Point Average or Class Rank and, **E.** Major and minor field of study (if applicable).

A. Name of School	B. Years Completed	C. Degree/ Diploma	D. GPA Class Rank	E. Major	E. Major

List any foreign language(s) you know and check the boxes that describe your skill level.

Language	Speak Some	Speak Fluently	Read	Write

Do you possess a valid Pennsylvania Driver's License?..... ☐ Yes ☐ No
If yes, what Class License do you currently possess?_____

List special accomplishments, publications, awards. (Exclude information which would reveal sex, race, religion, national origin, age, color, disability or other protected status) _____

_____

_____

_____

_____

REFERENCES

List name and telephone number of three business/work references who are ***not*** related to you and are ***not*** previous supervisors. If not applicable, list three school or personal references who are ***not*** related to you.

Name	Telephone	Years Known
	Area Code ( )	
	Area Code ( )	
	Area Code ( )	

EMPLOYMENT HISTORY

List your last four (4) employers, assignments or volunteer activities, starting with the most recent. Explain any gaps in employment in comments section below.

Employer	Telephone ( )	Dates Employed From	Dates Employed To	Summarize the nature of the work performed and job responsibilities.
Address				
Job Title		Hourly Rate/Salary Starting		
Immediate Supervisor and Title		$	Per	
Reason for Leaving		Hourly Rate/Salary Final		
May we contact for reference? ☐ Yes ☐ No ☐ Later		$	Per	

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Immediate Supervisor and Title		$	Per	
Reason for Leaving		Hourly Rate/Salary Final		
May we contact for reference? ☐ Yes ☐ No ☐ Later		$	Per	

Comments (including explanation of any gaps in employment):_____

_____

_____

Skills and Qualifications - Summarize any special training, skills, licenses, certificates and/or characteristics of your self that may qualify you as being able to perform job-related functions for the position which you are applying. _____

_____

_____

_____

MILITARY

Describe any job-related training received in the United States Military.

Do you claim Veterans' Preference?..... ☐ Yes ☐ No

I certify that answers given are true and complete to the best of my knowledge.

It is understood and agreed upon that any false or misleading information, or misrepresentations made by me on this application, or in my resume, will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered for a period not to exceed two years. Any applicant wishing to be considered for employment beyond this period should ask whether applications are being accepted then.

I hereby authorize and acknowledge that, unless otherwise defined by law, any employment relationship with this organization is of an "at will" nature, which means that Employee may resign any time and the Employer may discharge Employee any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of Whitehall Township.

In the event of employment, I understand, also, that I am required to abide by all rules and regulations of the employer.

DATE APPLICANT'S SIGNATURE

PERSONNEL USE ONLY

Interviewed:	Hired:
Interviewed by:	Salary:
Second Interview:	Department:
Second Interview By:	Title:
Recommended for Hire:	Supervisor:

NOTES: