

# NORTHAMPTON TOWNSHIP

55 Township Road • Richboro, PA 18954  
(215) 357-6800

## APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, marital or veteran status, the presence of a non-job related medical condition or disability or other legally protected status.

Position applied for: \_\_\_\_\_ Date of Application: \_\_\_\_\_  
Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
City: \_\_\_\_\_ State, Zip: \_\_\_\_\_  
E-mail: \_\_\_\_\_

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes  No

Have you ever filed an application with us before?  
If yes, please give approximate date: \_\_\_\_\_ Yes  No

Are you currently employed? Yes  No

May we contact your current employer? Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (Proof of citizenship or immigration status will be required upon employment). Yes  No

On what date would you be available to work? \_\_\_\_\_

Are you available to work (Check One): Full Time  Shift Work  Part Time  Temporary

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

Can you travel if the position requires it? Yes  No

Have you been convicted of a felony within the last seven years?  
(Conviction will not necessarily disqualify an applicant from employment.) Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EDUCATION

	HIGH SCHOOL TRADE SCHOOL	UNDERGRADUATE COLLEGE/UNIVERSITY	GRADUATE PROFESSIONAL
School Name/Location			
Years Completed			
Diploma/Degree			
Course of Study			

Describe any specialized training, apprenticeship, skills and extra curricular activities: \_\_\_\_\_

\_\_\_\_\_

Describe any honors you have received: \_\_\_\_\_

\_\_\_\_\_

State any additional information you feel may be helpful to us in considering your application: \_\_\_\_\_

\_\_\_\_\_

List any professional, trade, business or civic activities and offices held: \_\_\_\_\_

\_\_\_\_\_

*You may exclude memberships which reveal sex, race, religion, national origin, age, ancestry or disability or other protected status.*

## REFERENCES

Give the name, address and telephone number of three references who are not related to you and are not previous employers:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Have you ever had any job-related training in the United States Military? Yes  No

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## EMPLOYMENT EXPERIENCE

Please start with your present or last position, include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability or other protected status.

Employer: \_\_\_\_\_ Length of Service: \_\_\_\_\_

Work Performed/Position Title: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Length of Service: \_\_\_\_\_

Work Performed/Position Title: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Length of Service: \_\_\_\_\_

Work Performed/Position Title: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Length of Service: \_\_\_\_\_

Work Performed/Position Title: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

## SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience.

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## APPLICANT'S STATEMENT

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

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

I am not under any restrictions by virtue of an employment agreement with a former employer which would limit my functions or performance.

This application shall be considered active for a period of time not to exceed 60 days. Any applicant wishing to be considered for employment beyond this time should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document nor any offer of employment from the employer constitutes an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge. I understand also that I am required to abide by all rules and regulations of the employer.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_