

Application for Employment

PLEASE TYPE OR PRINT. Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume.") Applications with missing or invalid job numbers will not be considered for any position.

Position Applying For:	Name (Last, First, Middle):	Other names under which you have attended school or been employed or have been know:	
Street Address:		City, State & Zip:	
Social Security Number:	Home Phone:	Work Phone:	Other Phone:
Are you legally permitted to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Birth:	
Are you 18 years of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If NO, what is your current age?	
Are you currently employed at Upper Mount Bethel Township?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, what is your current job title & department?	
Have you ever been employed by Upper Mount Bethel Township?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, dates of employment & reason for leaving:	
Are you related to any current Upper Mount Bethel Township employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, their name & their relationship to you?	
If required for position, do you hold a valid driver's license?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, State of issuance, license #, and expiration date:	
If YES, was it ever suspended or revoked?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, what was the reason for the suspension or revocation?	
If required for position, do you hold a valid commercial driver's license?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, State of issuance, license #, and expiration date:	
If YES, was it ever suspended or revoked?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, what was the reason for the suspension or revocation?	
Do you have military experience?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, type of service and type of discharge?	
Have you ever been convicted of a crime?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, was it a misdemeanor or felony?	
If YES, supply the nature of the crime:		If YES, supply the town/city, court and date of conviction:	
Desired Salary?	\$ _____ / hour		
How did you learn about this employment opportunity at Upper Mount Bethel Township Check all that apply:			
<input type="checkbox"/> Ad in newspaper <input type="checkbox"/> Website <input type="checkbox"/> Referral by employee <input type="checkbox"/> Job Bulletin (Posting) /Walk-in <input type="checkbox"/> <input type="checkbox"/> Other:			

EDUCATION

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	If Yes, date of Graduation	Degree received	Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				

College:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying.					

SKILLS AND WORK EXPERIENCE: Please list technical skills, clerical skills, trade skills and work experience relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

WORK EXPERIENCE-Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation "See Resume." **PLEASE NOTE:** Upper Mount Bethel Township reserves the right to contact all current and former employers for reference information.

Dates Employed (most recent position) From: To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:
Dates Employed (most recent position) From: To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date.

I authorize Upper Mount Bethel Township to confirm any of the information provided, obtain employment references and personal history, obtain a consumer credit report, and obtain a criminal history background check. Other Federal, State or local governmental agencies, former employers and former schools may also be contacted. I also authorize you to disclose pertinent information concerning me to others. Further, I release all parties and persons from any liability that may result from furnishing such information to you as well as from the use or disclosure of such information by you. If requested, I agree to submit to a physical exam and/or screening for illegal substances upon conditional offer of employment.

NOTICE OF AT-WILL EMPLOYMENT

I understand and agree that nothing contained in this employment application, or in the employee manual, in the granting of an interview, or in any employment offer, contingent or otherwise, if that should occur, is intended to create an employment contract between Upper Mount Bethel Township and myself for employment or for the providing of any benefit. No promises or representation regarding employment have been made to me and I understand that no such promise, representation, or guarantee, whenever made, whether written or oral, is binding. I also understand and agree that Upper Mount Bethel Township documents, communications or publications should not be understood as, or construed as, extending such a promise, representation, or guarantee. No written or verbal statements made by or for the Township constitutes a contract of any type.

If an employment relationship is established, then I understand and agree that my employment with Upper Mount Bethel Township is at-will and for no fixed period of time. I acknowledge that if I am hired then I have the right to terminate my employment, with or without advance notice, for any reason at all, at any time and that Upper Mount Bethel Township retains same right to terminate the employment relationship at any time without cause, notice or reason.

If employed, I will be required to furnish proof of eligibility to work in the United States and to comply with company and departmental regulations.

I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice.

I understand that the first NINETY (90) DAYS of regular employment represent a introductory period, during which I would not eligible for fringe benefits.

Applicant Signature: _____ Date: _____

NOTICE TO APPLICANT FOR AUTHORIZATION TO RELEASE OF INFORMATION (please read and sign below):

I understand that as a part of Upper Mount Bethel Township's employment procedures, a background investigation will be conducted. I authorize Upper Mount Bethel Township to conduct a background investigation that includes, but is not limited to, a review of my personal history, employment references, prior employment history and job or work performance, criminal records, credit records and physical exam and/or screening for illegal substances. I release from any and all liability all persons, companies, corporations and entities supplying such information. I specifically release Upper Mount Bethel Township, its officials, employees and members from any and all liability in connection with or as the result of any inquiries made by Upper Mount Bethel Township while conducting this investigation. I understand that my employment is contingent upon a successful outcome of this background investigation, with results that are fully satisfactory to Upper Mount Bethel Township.

I also understand that my employment is contingent upon compliance with the identification and work authorization requirements of the Immigration Reform and Control Act of 1986.

I understand that any misstatement, omission or misleading information given in my application, resume, interview or in connection with other information provided to Upper Mount Bethel Township may result in the rejection of my application, the withdrawal of any offer of employment or my dismissal from employment.

Applicant Signature: _____ Date: _____

