



Allen Township

4714 Indian Trail Road
Northampton, PA 18067
(p) 610-262-7012 · (f) 610-262-7364
manager@allentownship.org

Employment Application

Date of Application: _____

Applicant Information

Full Name: _____ Date of Birth: _____
Last First Middle

Address: _____
Street Address Apartment/Unit#/PO Box #

City State Zip Code

Phone: _____ Email: _____

Social Security Number: _____

Date Available to Start: _____

Position Applied for: _____ Desired Salary: _____

Please select desired type of position: Full Time ☐ Part Time ☐ Seasonal/Temporary ☐

Are you a citizen of the United States? Yes ☐ No ☐ If no, are you authorized to work in the U.S.? Yes ☐ No ☐

Have you ever been employed by Allen Township? Yes ☐ No ☐ If yes, when? _____

Have you ever filed an application with us before? Yes ☐ No ☐ If yes, when? _____

Do you have a valid Driver's License? Yes ☐ No ☐

Do you have a CDL? Yes ☐ No ☐ If yes, what class? _____

Do any of your friends or relatives work here? Yes ☐ No ☐

If yes, state name and relationship _____

Who were you referred by? _____

Have you ever been convicted of a Misdemeanor or Felony? Yes ☐ No ☐

If yes, please describe the nature of the conviction: _____

Education

High School: _____ Address: _____

Dates Attended: _____ Did you graduate? Yes ☐ No ☐

College or University: _____ Address: _____

Dates Attended: _____ Did you graduate? Yes ☐ No ☐

Course of Study: _____ Degree: _____

Graduate School: _____ Address: _____

Dates Attended: _____ Did you graduate? Yes ☐ No ☐

Course of Study: _____ Degree: _____

Vocational or Trade School: _____ Address: _____

Dates Attended: _____ Did you graduate? Yes ☐ No ☐

Course of Study: _____ Degree: _____

Additional Job-Related Qualifications

List any work-related training, skills, certifications, licenses, and/or other qualifications. _____

Detail any past responsibilities and achievements. Note any special coursework, honors, activities, special projects, or any other information that will assist us in considering your application for employment. _____

Professional References

Please list (3) professional references that we may contact.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Employment History

List all employment experience for the past seven years, starting with the most recent or present employer, including U.S. Military Service. Using a separate section for each position, describe in detail all work experience including periods of unemployment. You may attach additional pages if necessary. You may include as part of your employment history any verified work performed on a volunteer basis. Resumes may be submitted in addition to this application but not in lieu of completing the following employment information.

Current/Most Recent Employer: _____

Employers Address: _____

Position Held: _____ Supervisor's Name/Title: _____

Phone: _____ May we contact? ☐ Yes No ☐ If no, why? _____

Primary Responsibilities: _____

Start Date: _____ End Date: _____

Starting Salary: _____ Ending Salary: _____ Reason for Leaving: _____

Employer: _____
Employers Address: _____
Position Held: _____ Supervisor's Name/Title: _____
Phone: _____ May we contact? ☐ Yes No ☐ If no, why? _____
Primary Responsibilities: _____
Start Date: _____ End Date: _____
Starting Salary: _____ Ending Salary: _____ Reason for Leaving: _____

Employer: _____
Employers Address: _____
Position Held: _____ Supervisor's Name/Title: _____
Phone: _____ May we contact? ☐ Yes No ☐ If no, why? _____
Primary Responsibilities: _____
Start Date: _____ End Date: _____
Starting Salary: _____ Ending Salary: _____ Reason for Leaving: _____

Employer: _____
Employers Address: _____
Position Held: _____ Supervisor's Name/Title: _____
Phone: _____ May we contact? ☐ Yes No ☐ If no, why? _____
Primary Responsibilities: _____
Start Date: _____ End Date: _____
Starting Salary: _____ Ending Salary: _____ Reason for Leaving: _____

Please explain any gaps of employment: _____

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result for utilization of such information.

I understand that a consumer credit report and/or criminal records check may be necessary prior to my employment. If such reports are required, I understand that, in compliance with federal law, the company will provide me with a written notice regarding the use of these reports and will also obtain a separate written authorization from me to consent to these reports. I also understand that a poor credit history or conviction will not automatically result in disqualification from employment.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Applicant's Signature: _____ Date: _____