

## Application For Employment

Please print plainly

Date \_\_\_\_\_

Name

\_\_\_\_\_

Last

First

Middle

Present address \_\_\_\_\_ Telephone No. \_\_\_\_\_

No.

Street

\_\_\_\_\_

City

State

Zip

Position(s) applied for \_\_\_\_\_

Did we previously employ you? \_\_\_\_\_ If yes, when? \_\_\_\_\_

If your application is considered favorably, on what date will you be available for work? \_\_\_\_\_  
\_\_\_\_\_, 20 \_\_\_\_.

Are you legally eligible for employment in the U.S.A.? \_\_\_\_\_

Are you below the age of 18? \_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying with or without reasonable accommodation? (Please review attached job description) \_\_\_\_\_ Yes \_\_\_\_\_ No

Please describe any accommodation required \_\_\_\_\_

Have you been convicted of a felony or misdemeanor within the last seven (7) years? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please indicate the date, location and nature of the conviction:

(Conviction will not necessarily disqualify an applicant from employment and will be considered only to the extent that it relates to an applicant's suitability for the position sought.)

**EDUCATION**

Encircle last year completed:

Elementary School    5      6      7      8  
 High School            1      2      3      4  
 College                1      2      3      4  
 Other

Describe any other training or education:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY**

List below present and past employment, beginning with your most recent.

1. Name, Address & Telephone Number of Company	From	To	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor

Describe the work you did: \_\_\_\_\_

\_\_\_\_\_

2. Name, Address & Telephone Number of Company	From	To	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor

Describe the work you did: \_\_\_\_\_

\_\_\_\_\_

3. Name, Address & Telephone Number of Company	From	To	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor

Describe the work you did: \_\_\_\_\_

\_\_\_\_\_

Summarize skills, experience, and special training, which will be of special benefit in the job for which you are applying. (Applicant should not list any information that Federal and State law precludes obtaining in the pre-employment stage.)

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**ACKNOWLEDGMENTS, AUTHORIZATION AND RELEASE**

All of the information on this application and that given in connection with the application is correct and true. I understand that any false, misleading or incomplete answer or statements or implications made by me in connection with this application or other required documents, or the failure to disclose relevant information, shall result in the denial of employment or termination. I further understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract of employment, a contract for the providing of any benefit or to obligate the Tamaqua Borough in any way. If an employment relationship is established, I understand that I will have the right to terminate my employment with or without cause, for any reason at any time, and that the Borough of Tamaqua retains a similar right. No promises, statements or representation to the contrary have been made to me, and I understand that no such promises, statements or representations are binding on the Borough of Tamaqua.

In consideration of my receipt of this application and being considered for employment, I grant the Borough of Tamaqua permission to investigate my personal, educational and employment history and to contact persons, organizations, institutions or government agencies who may have knowledge of me. I hereby release from any and all liability the Borough of Tamaqua and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

\_\_\_\_\_  
Signature of Applicant

(Note: If investigative consumer report will be sought, add the following:)  
In making this application for employment I authorize you to make an investigative consumer report whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry, if made, may include information as to my charater, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any such investigative report that is made.

\_\_\_\_\_  
Signature of Applicant