

# Bristol Township

2501 Bath Road · Bristol, PA 19007 · (215)785-0500 · Fax (215)785-2131

## APPLICATION FOR EMPLOYMENT



Bristol Township is an Equal Opportunity Employer. Federal and State laws prohibit discrimination in employment because of race, color, religion, age, sex, national origin, individual handicap or veterans' status. No question on this application is intended to elicit information for a discriminatory purpose.

State law requires individuals less than eighteen (18) years of age to provide an employment certificate from an authorized school district official.

Position Preferred: \_\_\_\_\_

Application Submission Date: \_\_\_\_\_

Date Available for Work: \_\_\_\_\_

Type of Employment Desired:  Full Time  Regular Part-time  Seasonal

## PERSONAL INFORMATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_  
 Social Security Number \_\_\_\_\_ Driver's License Number/State \_\_\_\_\_  
 Are you a U.S. Citizen?     Yes     No  
 Have you been employed with Bristol Township in the past?     Yes     No  
 (If yes, under what name(s)? \_\_\_\_\_  
 Have you ever been convicted of a felony?     Yes     No  
 If selected for employment, are you willing to submit to a pre-employment drug screening test?  
 Yes     No

## EDUCATION

	SCHOOL NAME	LOCATION	# OF YEARS ATTENDED	DEGREE RECEIVED	MAJOR
<b>SECONDARY</b>					
<b>COLLEGE</b>					
<b>OTHER</b>					

Do you possess a GED (General Educational Development) in lieu of a high school diploma?  
 Yes     No

If yes, provide the following information:

\_\_\_\_\_  
 Name and Address of Issuing Agency

\_\_\_\_\_  
 Date Issued

List other training, certificates, licenses held, including proficiency in foreign languages:

## EMPLOYMENT EXPERIENCE

Start with your present or last job and go back at least five (5) years (include additional sheets if needed). Include military service assignments and volunteer activities. Exclude organization names that indicate race, color, religion, sex or national origin. You may attach a resume with your application, but this section must be completed.

### Present or Last Employer

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Address \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
Dates Employed: \_\_\_\_\_ Supervisor's Telephone Number: \_\_\_\_\_  
Rate of Pay/ (hr/month/week): \_\_\_\_\_  
Start \_\_\_\_\_ End \_\_\_\_\_  
Type of Work Performed: \_\_\_\_\_  
  
Reason for Leaving: \_\_\_\_\_  
  
May we contact this employer?  Yes  No

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Address \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
Dates Employed: \_\_\_\_\_ Supervisor's Telephone Number: \_\_\_\_\_  
Rate of Pay/ (hr/month/week): \_\_\_\_\_  
Start \_\_\_\_\_ End \_\_\_\_\_  
Type of Work Performed: \_\_\_\_\_  
  
Reason for Leaving: \_\_\_\_\_  
  
May we contact this employer?  Yes  No

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Address \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
Dates Employed: \_\_\_\_\_ Supervisor's Telephone Number: \_\_\_\_\_  
Rate of Pay/ (hr/month/week): \_\_\_\_\_  
Start \_\_\_\_\_ End \_\_\_\_\_  
Type of Work Performed: \_\_\_\_\_  
  
Reason for Leaving: \_\_\_\_\_  
  
May we contact this employer?  Yes  No

## REFERENCES

List at least three (3) professional references with knowledge of your work performance:

Name	Title	Company	Telephone	Email (if known)

### ADDITIONAL INFORMATION

Use this section for additional information or comments:

**PLEASE READ CAREFULLY AND ACKNOWLEDGE THE FOLLOWING STATEMENTS BY SIGNING YOUR NAME BELOW:**

I authorize investigation by Bristol Township of all statements contained in this application. I permit Bristol Township to examine my references, record of employment, education record, and any other information I have provided. Further, some safety-sensitive positions in the Township may require a detailed background and/or credit check and I authorize Bristol Township to conduct such investigations if required. I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release Bristol Township, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such examination or revelation.

I certify that I have not purposely withheld any information that might adversely affect my chances for hiring. I attest to the fact that the answers given by me are true and correct to the best of my knowledge and ability. I understand that any omission (including any misstatement) of material fact on this application or on any document used to secure information can be ground for rejection of this application or, if I am employed by Bristol Township, for my immediate dismissal from the Township.

I hereby certify that all information given on this application is true and correct to the best of my knowledge. I understand that falsification of any part of this application is grounds for rejection from employment consideration, or if employed, for dismissal.

I understand that if I am employed, my employment is not definite and can be terminated at any time either with or without prior notice, and by either me or Bristol Township.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date