



## CHELTENHAM TOWNSHIP APPLICATION FOR EMPLOYMENT

THE CIVIL RIGHTS ACT OF 1964 PROHIBITS DISCRIMINATION IN EMPLOYMENT BECAUSE OF RACE, COLOR, CREED, RELIGION, SEX OR NATIONAL ORIGIN. FEDERAL LAW ALSO PROHIBITS OTHER TYPES OF DISCRIMINATION SUCH AS AGE, CITIZENSHIP, DISABILITY, VETERAN STATUS, ATTAINMENT OF BENEFITS, AND PARTICIPATION IN UNION ACTIVITIES. THE LAWS OF MOST STATES AND MANY LOCALITIES ALSO PROHIBIT SOME OR ALL OF THE ABOVE TYPES OF DISCRIMINATION AS WELL AS SOME ADDITIONAL TYPES INCLUDING, BUT NOT LIMITED TO, DISCRIMINATION BASED UPON ANCESTRY, MARITAL STATUS, PARENTAL STATUS, SEXUAL ORIENTATION, OR SOURCE OF INCOME. THE FAIR CREDIT REPORTING ACT IMPOSES RESTRICTIONS WITH RESPECT TO CREDIT DATA. APPLICANT SHOULD NOT LIST ANY INFORMATION THAT FEDERAL AND/OR STATE LAW PRECLUDES OBTAINING IN THE PRE-EMPLOYMENT STAGE.

*(Please print clearly)*

Date: \_\_\_\_\_

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
                    Last                      First                      Middle

Present Address \_\_\_\_\_ Telephone No. \_\_\_\_\_  
                    No.                      Street                      City                      State                      Zip

- Were you previously employed by Cheltenham Twp? Yes  No  When \_\_\_\_\_ Dept \_\_\_\_\_
  
- Position(s) desired: \_\_\_\_\_
  
- Are you capable of satisfactorily performing the essential job duties required of the position for which you are applying? Yes  No  (If No, please explain \_\_\_\_\_  
\_\_\_\_\_
  
- Are you legally eligible for employment in the U.S.A.? Yes  No  (If yes, verification will be required)
  
- If you are offered a position, what date will you be available to work? \_\_\_\_\_
  
- Have you ever used another name? Yes  No  Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work and education record? If yes, please explain: \_\_\_\_\_
  
- Are there any other experiences, skills, or qualifications which will be of special benefit in the job which you are applying? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- Have you been in the U.S. Military Service? Yes  No  If yes, Branch \_\_\_\_\_  
Type of Discharge \_\_\_\_\_ (Note: A dishonorable or general discharge is not an absolute bar to employment. Other factors will affect a final decision to hire or not to hire.)



## LIST PRESENT AND PAST EMPLOYER IN ORDER OF EMPLOYMENT

(Employers will be contacted regarding your candidacy)

Name and Address of Employer (Present)	From Mon/Yr	To Mon/Yr	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
Describe the work you did:						
Telephone:						

Name and Address of Employer (Past)	From Mon/Yr	To Mon/Yr	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
Describe the work you did:						
Telephone:						

Name and Address of Employer (Past)	From Mon/Yr	To Mon/Yr	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
Describe the work you did:						
Telephone:						

Name and Address of Employer (Past)	From Mon/Yr	To Mon/Yr	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
Describe the work you did:						
Telephone:						

- Please explain fully any gaps in your employment history: \_\_\_\_\_  
\_\_\_\_\_
- May we contact your current employer? Yes  No  If no, please explain: \_\_\_\_\_  
\_\_\_\_\_
- If there is an employer(s), you do not want us to contact, please list which one(s). \_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## PROFESSIONAL REFERENCES

NAME	OCCUPATION	PHONE NUMBER/FAX NUMBER

### CONDITION OF EMPLOYMENT (PLEASE CAREFULLY READ AND SIGN BELOW)

**Residency Requirement:** I understand that if employed by Cheltenham Township, I must reside in Cheltenham Township or move into an approved location within one (1) year, and must continue to maintain residency within an approved location during my employment.

**Pre-Employment Physical:** I understand that the employer reserves the right to require me to submit to a pre-employment physical examination, which will include a drug screening. I also understand that any offer of employment will be contingent upon the passing of the physical examination. I consent to the disclosure of the results of any physical examination and related pre-employment tests to the Employer. I understand that should I decline to sign this consent or decline to take any of the above tests for initial employment, or for future job retention, my application for employment will be rejected, or my employment may be terminated.

**Statement of Agreement:** The facts set forth in my application for employment and in the interview process, are true and complete. I understand that if employed, any false statement on this application or in interviewing may result in my dismissal. I have withheld nothing that would, if disclosed, affect this application unfavorably and I understand that if I am employed and any such information is later found to be false or incomplete in any respect, I may be dismissed. I further understand that this application is not, and is not intended, to be a contract of employment; nor does this application obligate Cheltenham Township in any way if it decides to employ me. I understand and agree, if I am hired, that my employment will be at-will and can be terminated by either party with or without notice, at any time, for any reason or for no reason; subject to the contractual obligation and/or other Township policy. No one other than the Township Manager has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in writing signed by an officer. I understand that this application will be considered active for a maximum of thirty (30) days. If I wish to be considered for employment after that time, I must re-apply.

**Release of Information:** I understand that in finalizing my candidacy for employment that my current employer (unless advised otherwise) and my previous employers may be contacted to disclose to Cheltenham Township all records and information pertinent to my employment with them. I hereby fully waive any rights of claims I have or may have against the Township, my former employers, their agents, employees and representatives, as well as other individuals who release information to Cheltenham Township; and release them from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

**Probationary Period:** If employed, I understand that I may be subject to a probationary period, in accordance with the Civil Service Policy, and will be granted continued employment contingent upon the department head affirming that my employment is found to be satisfactory.

**Safety Compliance:** I understand that if employed, that I am expected to follow the safety requirements and perform my duties with the maximum degree of caution.

**Civil Service:** I understand that the position that I compete for may be governed by the Civil Service process; and that the final decision to determine the applicant for the position will be made by the Township Manager.

**Rejection of Application:** The Township shall reject any application that indicates that the applicant does not possess any of the requirements specified in the public announcement, nor satisfactorily completes the prescribed application form.

**Skills Test:** I understand that I may be administered a skills test for the position for which I am a candidate.

**Veterans' Preference:** I understand that for a Civil Service position that the Uniformed Services Employment and Re-employment Rights Act (USERRA), legislation governing the eligibility for employment of individuals who served in the military, will be adhered to in the Civil Service process.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

