



# UPPER DARBY TOWNSHIP

100 GARRETT ROAD • UPPER DARBY, PA 19082-3135

## EMPLOYMENT APPLICATION An Equal Opportunity Employer

### PERSONAL INFORMATION

Full Name: \_\_\_\_\_  
Last Name First Name Middle Name

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ Phone (Other): \_\_\_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_

I am 18 years of age or older.  Yes  No  
If under 18, do you have a work permit?  Yes  No  
I have worked for Upper Darby Township before.  Yes  No

If yes, please state dates of employment and department: \_\_\_\_\_

Are you permitted to be lawfully employed in the United States?  Yes  No

Are you a veteran of any branch of the United States Armed Forces?  Yes  No

Can you perform the essential functions of the job for which you are applying to with or without reasonable accommodation?  Yes  No

### EDUCATION

School Attended	Name & Address	Major	Did you graduate?
High School or Equivalent			
College or University			
Other (including Post Graduate)			
Additional Educational Information or Certifications:			

### POSITION SPECIFIC

Position applying for: \_\_\_\_\_ Desired Pay: \_\_\_\_\_

Date available to begin work: \_\_\_\_\_

Type of employment you are seeking:  Full-Time  Part-Time

I am available for overtime as needed.  Yes  No

I am on layoff status subject to recall.  Yes  No

**EMPLOYMENT HISTORY**

List all jobs, military service and self-employment beginning with the most recent position.

Dates of Employment (from MM/YY to MM/YY)	Company Name	Job Title and Duties	Reason for Termination	Supervisor Name and Title

Resume attached?  Yes  No

**SKILLS & TRAINING**

Please list all skills and training received applicable to the position which you are applying for.

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Please list three professional references:

NAME	PHONE NUMBER	RELATIONSHIP

May we contact your current employer?  Yes  No

Upper Darby Township does not discriminate in hiring or during employment on the basis of color, race, national origin, age, physical or mental handicap, ancestry, gender, marital status, sexual orientation, pregnancy, mental condition, citizenship or any other protected characteristic. No question on this application is intended to secure information that could be used for such discrimination.

I certify that the facts in this application and any supporting documents (i.e. resumes, etc.) are true to the best of my knowledge. I understand that my falsification, omission, or misstatement of information on this application or at any time during the employment application process may result in refusal to hire or, if hired, termination.

I understand that nothing contained in this application and any supporting documents (i.e. resumes, certificates, etc.) is intended to create an employment contract with Upper Darby Township. Any employment with Upper Darby Township will be based solely upon the mutual consent of Upper Darby Township and me, and either party may end the at-will relationship at any time, with or without cause or advance notice. I further understand that the at-will nature of the employment with Upper Darby Township, or any representation to the contrary, may be modified only in a document signed by an official with Upper Darby Township.

I understand that if hired, I will be required to comply with all policies of Upper Darby Township. I further understand that company policies and benefits may be changed, modified, or discontinued at the sole option of Upper Darby Township, with or without prior notice. I also understand that I may be required to complete a background check prior to my employment. I further understand that my employment with Upper Darby Township is contingent upon the successful completion of the background check. If I fail to successfully clear the background check, Upper Darby Township reserves the right to rescind my offer or, if hired, terminate my employment with Upper Darby Township.

Signature: \_\_\_\_\_

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