

# COVINGTON TOWNSHIP

PO Box 253

Covington, PA 16917

PH: 570-659-5439

FAX: 570-659-0216

## Employment Application

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

### APPLICANT INFORMATION

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apartment/Unit#: \_\_\_\_\_

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

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Date Available: \_\_\_\_\_ SSN: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Are you a US Citizen? Yes \_\_\_ No \_\_\_ If no, are you authorized to work in the US? Yes \_\_\_ No \_\_\_

Have you ever worked for this company? Yes \_\_\_ No \_\_\_ If so, when? \_\_\_\_\_

Have you ever been convicted of a felony? Yes \_\_\_ No \_\_\_ If yes, explain: \_\_\_\_\_

### EDUCATION

Please Circle the highest grade completed

Grade School: 1 2 3 4 5 6 7 8 9 10 11 12      Dates Attended: \_\_\_\_\_

College: 1 2 3 4      Dates Attended: \_\_\_\_\_

Post Graduate: 1 2 3 4      Dates Attended: \_\_\_\_\_

### EMPLOYMENT HISTORY

-Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Start Salary: \_\_\_\_\_ End Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ - \_\_\_\_\_ Reason For Leaving: \_\_\_\_\_

May we contact your previous Supervisor for a reference? Yes \_\_\_ No \_\_\_

-Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Start Salary: \_\_\_\_\_ End Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ - \_\_\_\_\_ Reason For Leaving: \_\_\_\_\_

May we contact your previous Supervisor for a reference? Yes \_\_\_ No \_\_\_

-Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Start Salary: \_\_\_\_\_ End Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ - \_\_\_\_\_ Reason For Leaving: \_\_\_\_\_

May we contact your previous Supervisor for a reference? Yes \_\_\_ No \_\_\_

### REFERENCES

List three (3) professional references.

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### MILITARY SERVICE

Branch: \_\_\_\_\_ Dates Served: \_\_\_\_\_ - \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

### EXPERIENCE

Are you able to Operate Heavy Equipment? Yes \_\_\_ No \_\_\_ If yes, please list: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Do you have a valid CDL License? Yes \_\_\_ No \_\_\_

Are you willing to do labor work? Yes \_\_\_ No \_\_\_

Do you have any restrictions? Yes \_\_\_ No \_\_\_ If yes, please explain: \_\_\_\_\_

### CDL Drivers

Are you willing to participate in random drug testing? Yes \_\_\_ No \_\_\_ If no, please explain: \_\_\_\_\_

**Do you have any other skills not mentioned above? Please list below:** \_\_\_\_\_

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**Disclaimer and Signature**

I certify that my answers are true and complete to the best of my knowledge.  
If this application leads to employment, I understand that false or misleading information in my application  
or interview may result in my release.

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

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

**REMARKS:**  
(For Office Use Only)

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