

**COVINGTON TOWNSHIP
TIOGA COUNTY, PA
EMPLOYMENT APPLICATION**

Position Applied For: _____ Date: _____

Applicant Information

Full Name: _____

Address: _____

Phone Number: _____ Email Address: _____

Employment Eligibility

Are you legally authorized to work in the United States? Yes No

Are you at least 18 years of age? Yes No

Do you have a valid driver's license? Yes No

Driver's License Number: _____ State: _____

Do you have a CDL? Yes No

Position Information

Type of employment desired: Part-Time Full-Time Seasonal

Date available to start: _____

Are you willing to work outdoors in various weather conditions and perform manual labor-intensive work? (if applicable) Yes No

Are you able to meet the attendance requirements of this position, with or without reasonable accommodation? Yes No

Have you ever been employed by Covington Township? Yes No

If yes, when: _____

Work Experience

Most Recent Employer:

Company Name: _____

Address: _____

Supervisor Name: _____

Phone Number: _____

Job Title: _____ Dates Employed (From/To): _____

Duties: _____

Reason for Leaving: _____

Previous Employer:

Company Name: _____

Address: _____

Supervisor Name: _____

Phone Number: _____

Job Title: _____ Dates Employed (From/To): _____

Duties: _____

Reason for Leaving: _____

Education

High School	Years Completed	Did you graduate?	Course of Study
College	Years Completed	Did you graduate?	Course of Study
Other	Years Completed	Did you graduate?	Course of Study

Skills & Qualifications

Please describe any experience with the following (if applicable):

- Heavy equipment operation: _____
- Construction/road work: _____
- Landscaping/mowing: _____
- Mechanical or repair work: _____

Other relevant skills: _____

References

Name	Telephone	Relationship

Criminal History

Have you ever been convicted of a criminal offense that is related to the duties of the position applied for? Yes No

If yes, please explain: _____

A criminal conviction will not automatically disqualify an applicant. Factors such as the nature of the offense, time since the offense, and relevance to the position will be considered.

Driving Record Authorization

I understand that this position may require operation of Township vehicles. I authorize Covington Township to obtain and review my driving record (Motor Vehicle Record) as part of the employment process.

Signature: _____ Date: _____

Drug Testing Acknowledgment

I understand that, if offered employment, I may be required to undergo drug and/or alcohol testing in accordance with Township policy as a condition of employment.

Signature: _____ Date: _____

Equal Opportunity Employer Statement

Covington Township is an equal opportunity employer. The Township does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, or any other protected status under applicable law.

Resume Submission (Optional)

Please indicate if you are submitting a resume with this application:

- Resume Attached
- No Resume Provided

Applicants are encouraged to submit a resume with this application to provide additional information regarding work history, skills, and qualifications.

Certification & Signature

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that false or misleading information may result in disqualification or termination of employment.

Signature: _____ Date: _____