



**HONEY BROOK TOWNSHIP**  
**APPLICATION FOR EMPLOYMENT**  
AN EQUAL OPPORTUNITY EMPLOYER

**PLEASE NOTE:** Complete all parts of the application by printing or typing. If you have no information to enter in a section, please write N/A. Return completed applications to Honey Brook Township, P O Box 1281, 500 Suplee, Honey Brook, PA 19344

**Name** \_\_\_\_\_  
Last First Middle

**Current Address** \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip

**Temporary Address** \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip

**Day time Phone** ( ) \_\_\_\_\_ **Cell Phone** ( ) \_\_\_\_\_

**Evening Phone** ( ) \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_

**Are You 18 Years of Age or Older?**  Yes  No (If younger than 18, list Birth date) / \_\_\_\_ / \_\_\_\_

**Do you have relatives currently working for Honey Brook Township?**  Yes  No

If yes, what position \_\_\_\_\_

Have you applied to the Township before?  Yes  No If Yes, when \_\_\_\_\_

**Employment Desired:**  FULL TIME  PART TIME  SEASONAL

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

**Can You Perform the Essential Functions of the Position that You are Applying For?**  Yes  No

**Date You are Available** \_\_\_\_\_ **Are You Employed Now?**  Yes  No

Do you object to working overtime?  Yes  No

Can you work overtime without prior notice?  Yes  No

**Education and Training History**

**List the High School / GED School Attended:** Name, City, State, Zip Code and year diploma or GED received. \*

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**Mark the highest level of education completed:**

Some HS     HS/GED     Associate     Bachelor     Master     Doctoral

Colleges and Universities Attended	Major Course of Study	Degree (if any) and Year Received*

\* Graduation year is used for verification purposes only

**Other Education Completed / Certifications, Licenses, Etc.**

*Note: The information provided should directly relate to the duties of the position for which you are applying.*


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

State and Expiration date: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

**Military Service**

**Have you served in the U. S. Armed Forces, including the U.S. Reserve or State Guard?**  Yes     No

*If Yes, complete the following:*

Branch \_\_\_\_\_ Date Entered \_\_\_\_\_

Date Discharged \_\_\_\_\_ Highest rank: \_\_\_\_\_

Nature of duties and responsibilities: \_\_\_\_\_

\_\_\_\_\_

**Employment Record:** List your previous four employers, starting with the most recent one first.

May we contact: **Your past Employers?**  Yes  No      **Your present Employer?**  Yes  No

**Company Name:** \_\_\_\_\_ **Position/Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Employed from:** \_\_\_\_\_ **to** \_\_\_\_\_      **Wage/salary: \$** \_\_\_\_\_

**Telephone:** \_\_\_\_\_      **Supervisor:** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**Major Duties:** \_\_\_\_\_  
\_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Position/Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Employed from:** \_\_\_\_\_ **to** \_\_\_\_\_      **Wage/salary: \$** \_\_\_\_\_

**Telephone:** \_\_\_\_\_      **Supervisor:** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**Major Duties:** \_\_\_\_\_  
\_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Position/Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Employed from:** \_\_\_\_\_ **to** \_\_\_\_\_      **Wage/salary: \$** \_\_\_\_\_

**Telephone:** \_\_\_\_\_      **Supervisor:** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**Major Duties:** \_\_\_\_\_  
\_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Position/Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Employed from:** \_\_\_\_\_ **to** \_\_\_\_\_      **Wage/salary: \$** \_\_\_\_\_

**Telephone:** \_\_\_\_\_      **Supervisor:** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**Major Duties:** \_\_\_\_\_

**Professional References:** Provide the names and requested information for three (3) persons NOT related to you, who have known you for at least one year who would know your qualifications and/or character.

Name	Address and Phone Number	Relationship	Years Acquainted

**Have you ever plead no contest, plead guilty, or been found guilty of a misdemeanor or felony offense?**

Yes       No

*If YES provide dates and nature of offense(s), place of occurrence, and the name and address of the police department or court involved. A criminal record will not necessarily disqualify an applicant from employment.*

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**Has your driver’s license ever been suspended?**     Yes       No      If yes, for what reason?

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**APPLICANT’S PRE-EMPLOYMENT AGREEMENT**

***Applicant: Please read carefully before signing this application***

I understand that submission of an application does not guarantee employment. I further understand that employment obtained with Honey Brook Township is employment at will unless otherwise stated in a collective bargaining agreement, for no specified duration and may be terminated either by the Township or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of Honey Brook Township representatives used during the employment process is deemed a contract of employment real or implied.

In consideration for employment with Honey Brook Township; if employed, I agree to conform to the rules, regulations, policies and procedures. I understand that if offered a position, I may be required to submit to a pre-employment medical examination, drug screening and background checks as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre –employment checks will result in my withdrawal of any employment offer or termination of employment if already employed.

I understand that I will be required to provide documentation of identity and employment eligibility prior to starting employment as required by the Immigration Reform and Control Act of 1986.

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may also be punishable by law. I understand that any information I give may be investigated and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

**BY SIGNING BELOW, I ACKNOWLEDGE THAT I UNDERSTAND AND AGREE TO THE ABOVE STATEMENTS.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Signing

*Honey Brook Township is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, gender, age, marital status, veteran eligibility, disability, national origin, or any other legally protected status. No question on this application is asked for the purpose of disclosing any applicant’s legally protected status. Applicants requiring accommodation in the application or hiring process should contact the Township Manager.*