



EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR POSITION AS

Chief Planner

DATE TODAY / /

Form with fields: LAST NAME, FIRST, MIDDLE, SOCIAL SECURITY NO., RESIDENCE PHONE NO., HOME ADDRESS, CITY, STATE, ZIP CODE

1 South 3rd Street Easton, PA 18042

Form with fields: DATE ABLE TO START, SALARY EXPECTED, IF NOT A U.S. CITIZEN, DESCRIBE YOUR VISA AND ITS EXPIRATION DATE, ARE YOU PERMITTED TO WORK IN THE U.S. UNDER THIS VISA?, IF THE POSITION FOR WHICH YOU ARE APPLYING REQUIRES OPERATION OF A MOTOR VEHICLE, DO YOU HAVE THE PROPER DRIVER'S LICENSE

EDUCATION

Table with columns: ELEMENTARY SCHOOL, HIGH SCHOOL, UNDERGRADUATE COLLEGE/UNIVERSITY, GRADUATE/PROFESSIONAL. Rows: SCHOOL NAME AND LOCATION, YEARS COMPLETED (circle), DIPLOMA/DEGREE, DESCRIBE COURSE OF STUDY

SPECIALIZED TRAINING, APPRENTICESHIP, EXTRACURRICULAR ACTIVITIES

Blank lines for specialized training, apprenticeship, extracurricular activities

ARE YOU ABLE WITH OR WITHOUT ACCOMMODATIONS TO PERFORM ALL OF THE FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING? YES NO

IF APPLICABLE, DESCRIBE ACCOMMODATION:

SPECIAL JOB-RELATED SKILLS AND QUALIFICATIONS FROM EMPLOYMENT OR OTHER EXPERIENCE

Blank lines for special job-related skills and qualifications from employment or other experience

HAVE YOU EVER BEEN CONVICTED OF A CRIME? CONVICTION WILL NOT NECESSARILY DISQUALIFY YOU FROM EMPLOYMENT. YES NO

IF YES, PLEASE EXPLAIN:

MILITARY SERVICE

Table with columns: BRANCH OF SERVICE, DATES OF ACTIVE DUTY, HIGHEST RANK

DESCRIBE THE NATURE OF YOUR DUTIES

EMPLOYMENT HISTORY

LIST IN ORDER BEGINNING WITH THE MOST RECENT

EMPLOYER	START DATE	STARTING SALARY
	END DATE	ENDING SALARY
ADDRESS	PHONE	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
NAME AND TITLE OF SUPERVISOR		
LIST POSITION AND DUTIES		
REASON FOR LEAVING / WISHING TO LEAVE		

EMPLOYER	START DATE	STARTING SALARY
	END DATE	ENDING SALARY
ADDRESS	PHONE	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
NAME AND TITLE OF SUPERVISOR		
LIST POSITION AND DUTIES		
REASON FOR LEAVING		

EMPLOYER	START DATE	STARTING SALARY
	END DATE	ENDING SALARY
ADDRESS	PHONE	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
NAME AND TITLE OF SUPERVISOR		
LIST POSITION AND DUTIES		
REASON FOR LEAVING		

REFERENCES

(OTHER THAN RELATIVES OR PREVIOUS EMPLOYERS)

Providing this information means that you give this organization permission to contact the references given

	Name	Address	Telephone No.	Years Known
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____

THIS APPLICATION SHALL BE CONSIDERED ACTIVE FOR NO MORE THAN 6 MONTHS. AFTER THAT TIME, APPLICANTS WILL BE REQUIRED TO RESUBMIT A COMPLETED APPLICATION. THE APPLICANT UNDERSTANDS THAT NEITHER THIS DOCUMENT NOR ANY OFFER OF EMPLOYMENT CONSTITUTES AN EMPLOYMENT CONTRACT.

I certify that answers given in this application are true and complete to the best of my knowledge. I authorize investigation into all statements I have made on this application as may be necessary for reaching an employment decision. In the event I am employed, I understand that any false or misleading information I knowingly provided in my application or interview(s) may result in discharge and/or legal action. I understand also if employed, I am required to abide by all rules and regulations of the employer.

Signature _____

Date _____