



# TOWN OF ABINGTON

## EMPLOYMENT APPLICATION

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### PLEASE READ BEFORE FILLING OUT THIS APPLICATION

The Town of Abington does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, handicap, veteran status, ancestry, sexual orientation, genetics, or on the basis of age. No question on this application is intended to secure information to be used for such discrimination.

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To be sure that your application is properly evaluated, all questions should be answered clearly, completely and accurately. If you need more space, please attach a separate sheet. Please print and use ink.

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### PERSONAL

Date \_\_\_\_\_

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

Address \_\_\_\_\_  
Number Street City State Zip

Mailing address (if different) \_\_\_\_\_  
Number Street City State Zip

Telephone (\_\_\_\_\_) \_\_\_\_\_

Position(s) desired \_\_\_\_\_

Salary desired \_\_\_\_\_ Date available \_\_\_\_\_

### GENERAL INFORMATION

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BY WHOM OR WHAT SOURCE WERE YOU REFERRED TO US?

SELF       SCHOOL / COLLEGE       NEWSPAPER OR OTHER PUBLICATION NAME       EMPLOYEE REFERRAL NAME \_\_\_\_\_       OTHER EXPLAIN \_\_\_\_\_

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If employed and you are under 18, can you furnish a work permit?  Yes       No

Have you filed an application here before?  Yes       No      If Yes, give date \_\_\_\_\_

Have you ever been employed here before?  Yes       No      If Yes, give date \_\_\_\_\_

Are you employed now?  Yes       No      May we contact your present employer?  Yes       No

# Applicant Data Record – This information is voluntary

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, sexual orientation, genetics, marital or veteran status, medical condition, or handicap.

As employers / government contractors, we comply with government regulations and affirmative action responsibilities.

Solely to help us comply with government record keeping, reporting and other legal requirements, please fill out the Applicant Data Record. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

**(PLEASE PRINT)**

Date \_\_\_\_\_

Position(s) applied for \_\_\_\_\_

Referral source:  Advertisement  Friend  Relative  Walk-in  
 Employment Agency  Other \_\_\_\_\_

Name \_\_\_\_\_ ( )  
LAST FIRST MIDDLE AREA CODE

Address \_\_\_\_\_  
NUMBER STREET CITY STATE ZIP CODE

# Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organizations names which indicate race, color, religion, sex, sexual orientation, genetics or national origin.

1	Employer	Dates employed		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate / Salary		
		Starting	Final	
Supervisor				
Reason for leaving				
2	Employer	Dates employed		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate / Salary		
		Starting	Final	
Supervisor				
Reason for leaving				
3	Employer	Dates employed		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate / Salary		
		Starting	Final	
Supervisor				
Reason for leaving				
4	Employer	Dates employed		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate / Salary		
		Starting	Final	
Supervisor				
Reason for leaving				

If you need additional space, please continue on a separate sheet of paper.

MAY WE CONTACT YOUR PRESENT EMPLOYER?

IMMEDIATELY     AFTER ACCEPTANCE OF EMPLOYMENT     NO

IF NO, GIVE REASON \_\_\_\_\_

Describe other training, certifications, licenses (CDL, etc.) or experience applicable to the job you are seeking.

If applying for a clerical position, please answer the following questions.

Can you type? \_\_\_\_\_ ( W.P. M. \_\_\_\_\_ ) Do you take shorthand? \_\_\_\_\_ ( W. P. M. \_\_\_\_\_ )

# Education

HIGH SCHOOL	CIRCLE LAST YEAR COMPLETED
COMPLETE ADDRESS	1 2 3 4

GRADUATED  YES  NO MAJOR COURSE

COLLEGE	MAJOR COURSE OF STUDY	CIRCLE LAST YEAR COMPLETED
COMPLETE ADDRESS		1 2 3 4

GRADUATED  YES  NO DEGREE OR CERTIFICATE RECEIVED

OTHER SCHOOLS OR SPECIALIZED TRAINING	MAJOR COURSE OF STUDY	CIRCLE LAST YEAR COMPLETED
COMPLETE ADDRESS		1 2 3 4

GRADUATED  YES  NO DEGREE OR CERTIFICATE RECEIVED

SCHOLASTIC HONORS, SCHOLARSHIPS, ETC.

DO YOU INTEND TO CONTINUE YOUR EDUCATION? IF YES, GIVE DETAILS

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