



City of Allentown
Human Resources
435 Hamilton Street, Room 233
Allentown PA 18101-1699
610-437-7523

Application for Seasonal Employment

***** **Important Information** *****

- To be considered for employment you must be at least 16 years old and a full-time high school or college student returning to school in the fall.
- Applications for lifeguard, playground, and pool workers must be returned to the Recreation Department located at 3000 Parkway Blvd., Allentown, PA, 18104 (610) 437-7757.
- Applications for other seasonal employment must be returned to City Hall, Human Resources, 435 Hamilton Street, Allentown, PA 18101.
- **Working Papers:** If you are 17 years of age or younger, you must obtain a school working certificate. Certificate applications are available for students in the Allentown School District at the District Administration Center, 31 South Penn Street, Allentown, PA (484) 765-4000.
- All seasonal applicants who have contact with children are required to have Act 34 and Act 151 clearances completed prior to employment.
- Act 34 forms are available on the PA State Police website at (<http://www.psp.state.pa.us/psp/cwp>); Act 151 forms are available on PA Department of Public Welfare website at (<http://www.dpw.state.pa.us/ServicesPrograms/ChildWelfare>).

Please answer all of the following questions completely, Please type or print legibly.

Date of Application: _____

Name _____
Last First Middle

Present Address _____
Number Street State Zip Code

Telephone (_____) _____ Cell (_____) _____

Social Security Number _____ - _____ - _____

Are you a U.S. Citizen? Yes No

If no, are you legally eligible to work in the U.S.? Yes No

Applicant will be required to provide documentation of identity and employment eligibility prior to starting employment.

Are you currently a **full-time** student? Yes No

If yes, please provide the name of the school _____

Date of anticipated graduation _____

Will you attend school **full-time** in the fall Yes No

If yes, please provide the name of the school _____

Date of anticipated graduation _____

Are you at least 16 years of age or older? Yes No

What is the earliest date that you can begin employment? _____

What is the last date that you will be able to work? _____

Are there any hours, shifts, or days that you **cannot work**? _____

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

Driver's license number _____ State of Issue _____

Operator Commercial A B

Expiration Date _____ Endorsements _____

Have you ever been convicted of a crime? Yes No

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation _____

Conviction will not necessarily disqualify you from employment

Current seasonal positions available:

- (a) Lifeguard
- (b) Pool Supervisor
- (c) Pool Worker
- (d) Playground Monitor
- (e) Playground Supervisor
- (f) Clerk/Typist
- (g) Student Health Technician
- (h) Engineering Aide
- (i) Laborer
 - Parks
 - Streets
 - Traffic Planning
 - Water Resources

Position(s) applied for _____

Note: Laborers must provide their own work clothes and safety shoes.

Please list any special skills you possess (i.e., Lifeguarding, CPR, First Aid, Tennis instruction, Typing, etc.)

Work Experience

Please include past City of Allentown Employment

<u>Name of Employer</u>	<u>Name of Supervisor</u>	<u>Employment Dates</u>	<u>Job Title</u>
Address: City, State, Zip Code Phone Number ()		From: To:	
Reason for leaving (be specific):			

<u>Name of Employer</u>	<u>Name of Supervisor</u>	<u>Employment Dates</u>	<u>Job Title</u>
Address:		From:	
City, State, Zip Code		To:	
Phone Number ()			
Reason for leaving (be specific):			

<u>Name of Employer</u>	<u>Name of Supervisor</u>	<u>Employment Dates</u>	<u>Job Title</u>
Address:		From:	
City, State, Zip Code		To:	
Phone Number ()			
Reason for leaving (be specific):			

Have you ever been dismissed or asked to resign from a position? Yes No

If so, please explain: _____

May we contact your present employer? Yes No

Please list two references other than relatives, previous employers, or current/former City employees.

Name:	Name:
Position:	Position:
Company:	Company:
Address:	Address:
Telephone:	Telephone:

Name of person to notify in case of emergency (name, address, telephone number, relationship):

The information I have furnished on this application is true and complete. I further understand that if I have made any misrepresentation the City has the absolute right to withdraw any job offer that I have received or to terminate my employment if I began working. I also understand that the City of Allentown may require a random drug test at any time during my employment with the City.

Applicant's Signature

Date

<p>The City of Allentown is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with the City of Allentown depends solely on your qualifications.</p>

There are no clear-cut scientific definitions of race that can be used for these categories. For these reporting purposes, a person may be included in the group to which she or he appears to belong, identifies with, or is regarded in the community as belonging to; however, no person should check more than one race/ethnic category. General definitions are as follows:

- a. The category "White" (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- b. The category "Black" (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.
- c. The category "Hispanic": All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- d. The category "Asian or Pacific Islander": All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. For example, this area includes China, Japan, Korea, the Philippine Islands, and Samoa.
- e. The category "American Indian or Alaskan Native": All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

The definition to be used for "Handicapped or Disabled" is:

"A person with a handicap or disability is any person who has a physical or mental impairment which substantially limits one or more of the person's major life activities, who has a record of such impairment, or who is regarded as having such an impairment."