



Allentown Parking Authority

Application for Employment (Application must be typewritten or printed legibly in ink. All questions must be answered. Applications which are not complete will not be considered. If space provided is not sufficient to complete answers, or you wish to furnish additional information, attach sheets of the same size paper as this application.)

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Social Security No.: _____ Date Available if Considered for Hire: _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO
(If yes, verification will be required.)
Have you ever worked for this company? YES NO If yes, when? _____
Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

Elementary: _____ Address: _____

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous employer for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

Did you receive any training in the U.S. Armed forces that is relevant to the position applied for? _____

If other than honorable, explain: _____

Can you perform the essential functions of the job with or without a reasonable accommodation?

- a. **Meter Collector or Meter Repairer or Supervisor thereof** – work in extreme weather conditions and be outdoors for long periods of time. Applicant must have the ability to lift up to 100 pounds, push up to 150 pounds, walk 1 to 3 miles a day and shovel snow. They must also be able to maintain accurate records. A valid driver's license is required. YES NO
- b. **Maintenance or Supervisor thereof** – work in extreme weather conditions and be outdoors for long periods of time. lift up to 100 pounds, push up to 200 pounds, carry and use hand tools, lawn equipment, and shovel snow. Applicant must be mechanically inclined, be able to paint, and have a valid driver's license. YES NO
- c. **Parking Control Officer or Supervisor thereof** – lift up to 50 pounds, walk 4 -6 miles a day, bend and stoop up to 50 times a day, be outside in all weather elements. The ability to ride a bike and complete a bike certification course is required. Must have excellent customer service, verbal and written communication skills. Must be capable of handling multiple tasks and be professional at all times. Must have a valid driver's license. YES NO
- d. **Garage Attendant or Supervisor thereof** – walk around the parking facilities, bend and stoop 10-20 times a day, lift up to 20 pounds. Applicant must be capable of doing custodial work, have basic math skills, and have good customer service skills. YES NO
- e. **Clerk or Data Entry or Supervisor thereof** – must be capable of handling multiple tasks, be professional at all times and have good customer service skills. Applicant must have the ability to do desk work, perform data entry duties, answer telephones, assist customers at the front counter, and process payments. YES NO
- f. **Event Staff** – work in extreme weather conditions and be outdoors for long periods of time. Applicant must have basic math skills to make change and account for all monies received, be able to take direction, and be dependable and friendly. YES NO

Other Information

Do you have a valid driver's license? YES NO

If YES, from what State _____

Your Driver's License Number _____

Have you had any driving violations in the last 3 years? YES NO

If yes, explain: _____

Will you accept a: FULL TIME Position? YES NO

PART TIME Position? YES NO

TEMPORARY Position? YES NO

Are there any shifts you cannot work? YES NO

If YES, please list those you **cannot** work: _____

What was your attendance record like at your past 2 places of employment?

Have you ever been convicted of a felony or misdemeanor? YES NO

If YES, when, where, and what was the nature of the offense?

(Conviction of a crime does not necessarily exclude you from employment)

How did you learn about a position at the Authority? Website Social Media Craig's List Job Fair Newspaper

Word of Mouth Other _____

Are there any other experiences, skills, or qualifications that will be of special benefit in the job for which you are applying?
(Applicant should not list any information that Federal and State law precludes obtaining in the preemployment stage.)

Other languages spoken? _____

First Language, if other than English: _____

List all other names you have used, including circumstances and time periods you used them.
(i.e., maiden name, former name(s), alias(es), or nickname(s).)

Name	Circumstance	Dates from Mo/Yr.	Dates to Mo/Yr.

Why are you interested in a position with the Allentown Parking Authority?

What qualifications do you feel would qualify you for this job?

Disclaimer and Signature

I hereby unconditionally provide my consent, for and on behalf of my heirs and assigns, for the Allentown Parking Authority, its officers, directors, agents, affiliates and representatives (collectively the "Authority") to conduct an investigation of my employment, education, driving records, police records and credit history for the purposes of making an informed determination with respect to my employment application with the Authority. Further, I hereby release and agree to indemnify and hold harmless the Authority, and any and all other persons, educational institutions and/or other entities supplying such information, from any and all liability resulting from any such investigation. I understand and acknowledge that the Authority may obtain a consumer report or other information as a result of its investigation. I also understand and acknowledge that regardless of whether my employment with the Authority is probationary or nonprobationary, any negative history found or any false or intentionally misleading answer or statements made by me in my application for employment or other documents shall be considered sufficient cause for denial of employment or for termination after my employment with the Authority has commenced.

Additionally, I understand and acknowledge that nothing contained in my employment application, this Consent, Release and Waiver or in the granting and conducting of an interview by the Authority is intended to create an employment contract or relationship between the Authority and me for employment or for any other benefit. No promise or guarantee regarding employment has been made to me by the Authority, and I understand that no such promise or guarantee is binding upon the Authority unless it is made in writing and duly executed by the Authority. If the Authority decides to hire me, I understand that during the period in which I am a probationary employee as defined by the Authority, I would then be considered an at-will employee and, as such, I would have the right to terminate my employment and the Authority would have the right to terminate my employment, without notice, with or without cause.

The information I have furnished on this application is true and complete.

In Witness Whereof, and intending to be legally bound hereby, I execute this Consent, Release and Waiver this _____ day of _____, 20_____.

Signature: _____ Date: _____

Proof of high school diploma/GED, social security card and driver's license required at time of hiring.

Equal Opportunity Employer

The Allentown Parking Authority is an affirmative action/equal opportunity employer and does not discriminate on the basis of age, color, disability, gender, gender identity, marital status, national or ethnic origin, race, religion, sexual orientation, or veteran status.

EQUAL EMPLOYMENT OPPORTUNITY DATA

The Allentown Parking Authority has a moral, as well as legal, commitment to provide equal employment opportunity and nondiscrimination in employment policies and practices on the basis of race, religion, color, sex, national origin, age or handicap. We are also required to make periodic reports based on these categories, and are in violation of the law if we do not make such reports; therefore, we ask that you fill in the information requested below.

This information will not be used in any way to evaluate qualifications for employment, or job performance. It will be used for statistical purposes only, and will be kept in a confidential file separate from the attached application for employment.

Thank you for your help in this matter.

NAME (please print) _____
Last First Middle

Please list maiden name (if applicable): _____

Please check where applicable (see next page for explanation of categories)

_____ White (Non-Hispanic) _____ Asian or Pacific Islander
_____ Black (Non-Hispanic) _____ American Indian or Alaskan Native
_____ Hispanic _____ Handicapped

Sex _____ Male _____ Female

Birth date: _____ Age: _____ Place of Birth: _____

Are you a Veteran? Yes _____ No _____

Are you a Disabled Veteran? Yes _____ No _____

If yes, what is your VA Disability rating? _____ %

Explanations of Categories

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. This area includes, for example, 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” is as follows:

A handicapped individual 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.