



Employment Application

The Reading Parking Authority (RPA) does not discriminate in hiring or employment on the basis of race, color, religion, sex, age, national origin, veteran status, sexual orientation, gender identity, disability or any other basis of discrimination prohibited by law. No question on this application is intended to secure information to be used for such discrimination. In order to be considered an applicant, you must apply for one or more of those positions that are currently open and possess the minimum qualifications for the position(s).

Work Preference	
Positions for which you are applying:	
Type of employment desired:	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Per-Diem	
Indicate the number of hours you are available per week:	Date Available to start:
General Information:	
Full Name	Social Security Number (optional)
Address	Telephone (Home)
City State Zip Code	Telephone (Cell)
E-Mail Address	
Have you ever filed an application with RPA before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been employed by RPA?	<input type="checkbox"/> Yes <input type="checkbox"/> No
*If yes, please give dates: From: / / To: / /	
Are you familiar/have a relationship with a current/ former RPA employee? If yes, please explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you currently have any outstanding fines with RPA?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please provide the license plate of the vehicle you would use to arrive at work:	
Are you on a lay-off and subject to re-call?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been terminated from a position for poor performance or misconduct? If yes, please explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a misdemeanor or felony?	

Please be advised that if selected for employment, you will be required to provide proof that you are legally eligible to be employed in the United States.

Please also be advised that if you are selected as a finalist for a position, part of the background check includes a criminal history check and/or child abuse clearance. Convictions are not an automatic disqualification to employment, and all qualified applicants are encouraged to apply. The specific offense/criminal record is evaluated on an individual basis,



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which considers, at minimum, the essential functions and nature of the job and the seriousness/classification, circumstances, and age of the offense(s).

Educational Background				
Name of School	City & State	Major Course of Study	Circle Last year Completed	Degree or Diploma
High School/ Prep School			9 10 11 12	
College or Technical School				
College (Advanced Degree)				
<p>List particular Skills you feel especially qualify you for the position you seek with this organization. (Include, if applicable, specialized certifications, licenses, computer knowledge, experience level, language fluency, equipment operation, skilled trade knowledge, etc.)</p> 				
To be completed by applicant for office/clerical work				
Typing	<input type="checkbox"/> Yes <input type="checkbox"/> No	Words per minute:		
Dictation	<input type="checkbox"/> Yes <input type="checkbox"/> No	Words per minute:		
Computer Skills				
Hardware Used:				
Software Used:				
Computer Skill Level (Circle)	Basic	Moderate	Advanced	



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Employment History List each position held. Start with your current or previous job. NO NOT WRITE "SEE RESUME"			
Company Name			
Address	City	State	Zip Code
Position Title:		Supervisor Name/Title:	
Description of Duties, Responsibilities and/or significant accomplishments:			
Employed From: / /		Employed To: / /	
Salary Starting:		Salary Ending:	
Hours Worked Weekly:			
Reason For Leaving:			
Employment History List each position held. Start with your current or previous job. NO NOT WRITE "SEE RESUME"			
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Address	City	State	Zip Code
Position Title:		Supervisor Name/Title:	
Description of Duties, Responsibilities and/or significant accomplishments:			
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Hours Worked Weekly:			



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Reason For Leaving:

A minimum of 2 positive references from individuals other than friends or family members must be obtained. If your work history above is insufficient to provide 2 reference contacts, please provide additional references below (i.e. former or current teachers, professors, directors from organizations for which you have volunteered, etc.).

Name of Reference	Position/Title & Place of Employment	Relationship to You	Phone Number

Please indicate any current certifications (i.e. CPR, First Aid, etc.) and/or background clearances you have that relate to the position for which you are applying:

Clearance/ Certification/ Other	Date Obtained	Expiration Date (if any)



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I certify that the information contained on this application is correct to the best of my knowledge and understand that falsification of this information is grounds for dismissal if employed by RPA. I further understand that this application is not intended to be a contract of employment, nor does this application obligate RPA any way if it decides to employ me.

I authorize the employers/supervisors listed to give RPA any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing said information to the RPA.

Please identify any employers/supervisors you do NOT wish for RPA to contact and reason not to contact:

RPA is hereby authorized to investigate my past employment, professional and other licensure and/or certifications, criminal record, child abuse record, driving record and military record through its management office or its designee. For the purpose of verifying my qualifications for employment, RPA is authorized to obtain educational records and information relating to courses taken, my performance in those courses, degrees and awards received by me as well as disciplinary actions taken against me while enrolled. In the event an investigation reveals convictions or security related issues, I understand my employment, or consideration for employment, could be terminated immediately.

No representative of RPA other than the Executive Director has any authorization to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing

If employed by RPA, I agree to conform to its policies and procedures and understand that employment at RPA is at will, i.e., either myself or RPA may discontinue employment at any time, for any or no reason, with or without notice.

Applicant's Signature

Date