

WASHINGTON TOWNSHIP

225 Frantz Road
Pine Grove, PA 17963

Application for Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a disability, or any other legally protected status.

PERSONAL INFORMATION

Name _____
Last First M.I.

Social Security _____ Birth Date _____

Present Address _____
Street City State Zip Phone

Permanent Address _____
Street City State Zip Phone

List any relatives working for us: _____

How did you learn about the Township?

Newspaper Advertisement _____ Referred by _____

Other _____

EMPLOYMENT DESIRED

Position _____ Date you can start? _____ Are you employed now? _____ If so, may we inquire of your present employer? _____ Have you applied for a job at the Township before? _____ When? _____

EDUCATION

| | Name & Location of School | No. of Yrs. Attended | Did You Graduate? | Major Course of Study |
|---|---------------------------|----------------------|-------------------|-----------------------|
| High School | | | | |
| College | | | | |
| Trade, Business, or Correspondence School | | | | |

Please describe additional skills, training, or ability you would like to have us consider in evaluating your qualifications (this may include typing speed, speedwriting/shorthand, Dictaphone use, computer software package experience, commercial driver's license, heavy equipment experience, technical training, etc.):

FORMER EMPLOYERS (List below last four employers, starting with current employer)

| | | |
|---|---|-----------------------------------|
| Company/Firm: _____ Address: _____ - _____ Telephone: _____ Supervisor: _____ | (Mo./Yr.) From: _____ To: _____ | Job Title: _____ Duties: _____ |
| | Rate of Pay <u>Start</u> <u>Finish</u> | Reason for Leaving: _____ |
| Company/Firm: _____ Address: _____ - _____ Telephone: _____ Supervisor: _____ | (Mo./Yr.) From: _____ To: _____ | Job Title: _____ Duties: _____ |
| | Rate of Pay <u>Start</u> <u>Finish</u> | Reason for Leaving: _____ |
| Company/Firm: _____ Address: _____ _____ Telephone: _____ Supervisor: _____ | (Mo./Yr.) From: _____ To: _____ | Job Title: _____ Duties: _____ |
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| Company/Firm: _____ Address: _____ _____ Telephone: _____ Supervisor: _____ | (Mo./Yr.) From: _____ To: _____ | Job Title: _____ Duties: _____ |
| | Rate of Pay <u>Start</u> <u>Finish</u> | Reason for Leaving: _____ |

PROFESSIONAL REFERENCES (Give the names of three persons not related to you whom you have known at least one year)

| Name | Address | Telephone | Occupation | Years Acquainted |
|------|---------|-----------|------------|------------------|
| (1) | | | | |
| (2) | | | | |
| (3) | | | | |

Are you able, with or without accommodation, to perform all of the essential functions of the job for which you are applying?

Yes ____ No ____

U. S. MILITARY SERVICE

Dates of Service: From _____ To _____ Branch _____

Rank and Principal Duties: _____

Type of Discharge: _____

OTHER

Are you a United States citizen? Yes _____ No _____

If not, are you an alien lawfully authorized to work in the United States? Yes _____ No _____

Have you been convicted of a felony or misdemeanor? Yes _____ No _____
Conviction will not necessarily disqualify an applicant from employment.

If "yes" please explain _____

DRIVER'S LICENSE

Answer the following questions only if you are applying for a position which requires driving a Township vehicle (e.g. Public Works Dept.).

Driver's License Number: _____(Pennsylvania)

Commercial Driver's License (CDL) Designation: Yes ____ No _____

I understand that any false answer, statement, or representation made by me in this application shall constitute sufficient cause for discharge. I also understand that nothing contained in this employment application or granting of an interview is intended to create an employment contract between the Township and myself for either employment or for the granting of benefits. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Township unless made in writing. If an employment relationship is established, I understand and agree that it is not for a definite period of time and that I have the right to terminate my employment at any time and that the Township retains a similar right.

I understand that, if accepted for employment, it is necessary to abide by the rules and policies of the Township.

Date: _____

Signature: _____