



East Pennsboro Township - Application for Employment

General Information

Name (Last)	(First)	(Middle)	(Home Telephone)
Address (Mailing Address)	(City)	(State)	(Zip)
E-Mail Address	Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you 16 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you been convicted of or pled guilty to a felony or misdemeanor?	If yes, please explain:		

Position

Position or Type of Employment Desired	Will Accept: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal	Willing to Work: <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Salary Desired	Date Available	
Have you, or someone you know, ever worked for East Pennsboro Township? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: Who: _____ When: _____ Where: _____ Reason for Leaving: _____ Who: _____ When: _____ Where: _____ Reason for Leaving: _____	Were you referred by a current employee or Commissioner of East Pennsboro Township? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Who: _____	

Education and Training

High School Graduate or General Education Test (GED) Passed? <input type="checkbox"/> Yes <input type="checkbox"/> No						
If No, Highest Level of High School Completed? <input type="checkbox"/> 9 th Grade <input type="checkbox"/> 10 th Grade <input type="checkbox"/> 11 th Grade <input type="checkbox"/> 12 th Grade						
College, Business School, Military (Most Recent First)						
Name and Location	Dates Attended Month/Year	Credits Earned		Graduate	Degree & Year	Major or Subject
		Quarterly or Semester Hours	Other (Specify)			
	From _____ To _____			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	From _____ To _____			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	From _____ To _____			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	From _____ To _____			<input type="checkbox"/> Yes <input type="checkbox"/> No		



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Occupational License, Certification or Registration	Number	Where Issued	Expiration Date
Occupational License, Certification or Registration	Number	Where Issued	Expiration Date
Do you have a Commercial Drivers License? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number	Where Issued	Expiration Date
Languages Spoken Fluently Other Than English			

Veteran Information (Most Recent)

Branch of Service	Date of Entry	Date of Discharge
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Special Skills (List all pertinent skills and equipment that you can operate)

Describe why you are interested in employment with East Pennsboro Township

Work Experience (Most Recent First) (Include voluntary work and military experience) Use Additional Sheet If Needed or Attach Resume With Required Info

Employer	Telephone Number	From (Month/Year)
Address		To (Month/Year)
Job Title	Number of Employees Supervised	Hours Per Week
Specific Duties		Supervisor
Reason For Leaving		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Telephone Number	From (Month/Year)
Address		To (Month/Year)
Job Title	Number of Employees Supervised	Hours Per Week
Specific Duties		Supervisor
Reason For Leaving		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Telephone Number	From (Month/Year)
Address		To (Month/Year)
Job Title	Number of Employees Supervised	Hours Per Week
Specific Duties		Supervisor
Reason For Leaving		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No



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Statement:

It is the policy of East Pennsboro Township not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, genetic information, disability or because he or she is a protected veteran. East Pennsboro Township is an "at-will" employer and this application does not guarantee an interview or employment with East Pennsboro Township.

I understand that neither this document nor any offer of employment from the employer constitutes an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Statements are "under penalty" when a person commits a misdemeanor of the third degree and he or she makes a written false statement which he or she does not believe to be true, on or pursuant to a form bearing notice, authorized by law, to the effect that false statements made therein are punishable.

I certify that answers given herein are true and complete to the best of my knowledge. I hereby authorize a state criminal background check to be made, verification of information I provided and communication with any and all names listed on this application. I understand that any discrepancy or lack of information may result in the rejection of this application. I understand that this is an application for employment and does not constitute any type of guarantee of employment.

Applicant Signature:	Date:
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