

EAST HANOVER TOWNSHIP
8848 Jonestown Road
Grantville, PA 17028

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 statuses.

This is a non-smoking environment.

PERSONAL INFORMATION

Name _____ Social Security _____
Last First Middle

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 _____ When can you 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, Correspondence School, or Other				

Please describe additional skills, training, or ability you would like to have us consider in evaluating your qualification (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: _____ _____	(Mo./Yr.) From: _____ To: _____	Job Title: _____ Duties: _____ _____
Telephone: _____ Supervisor: _____	Rate of Pay <u>Start</u> <u>Finish</u>	Reason for Leaving: _____ _____
Company/Firm: _____ Address: _____ _____	(Mo./Yr.) From: _____ To: _____	Job Title: _____ Duties: _____ _____
Telephone: _____ Supervisor: _____	Rate of Pay <u>Start</u> <u>Finish</u>	Reason for Leaving: _____ _____
Company/Firm: _____ Address: _____ _____	(Mo./Yr.) From: _____ To: _____	Job Title: _____ Duties: _____ _____
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Telephone: _____ Supervisor: _____	Rate of Pay <u>Start</u> <u>Finish</u>	Reason for Leaving: _____ _____

PROFESSIONAL REFERENCES (Give the name 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

Date of Service: From _____ To _____ Branch _____

Rank and Principal Duties: _____

Type of Discharge: _____

OTHER

Are you 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 _____

Are you eligible to be bonded? Yes _____ No _____

DRIVER'S LICENSE

Answer the following question 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 to deny employment or 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: _____

Please answer the following question in 50 words or less in your own handwriting:

“Why do you desire the position for which you are applying?”