

PENN TOWNSHIP Employment Application

Penn Township is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, political belief or disability.

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity with three (3) days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

Personal Data

Today's Date: _____

First Name Middle Last

Street Address City State Zip Code

Home Telephone Number Cell Phone Number Social Security Number

Daytime Telephone Number at which we may contact you

Are you 18 years of age or older? Yes ____ No ____

Have you ever been convicted of a felony or misdemeanor? Yes ____ No ____

If "yes", please explain: _____

The existence of a criminal record does not constitute an automatic bar to employment.

Do you have friends or relatives employed by the Township? Yes ____ No ____

How were you referred to Penn Township? Please place a check beside the most appropriate response.

____ Employee of the Township

____ Advertisement

____ No Referral - Walk-in

____ Other - _____

Type of work or position you are applying for: _____

Date available to start: _____

Hours available:

M	T	W	Th	F	Sat	Sun
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Education

High School

School Name: _____

City and State: _____

Diploma or # of years completed: _____

College

School Name: _____

City and State: _____

Degree or # of years completed: _____

Major: _____

Trade School/Vocational Training

School Name: _____

City and State: _____

Degree or # of years completed: _____

Major: _____

List any Certificates earned or in progress, and/or any additional training programs not included in your formal education:

List any Professional Affiliations to which you belong (please do not list activities which would indicate age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, political belief or disability):

Previous Employment

List your current or most recent employment first. Include work related internships and volunteer work.

Current Employer: _____

City and State: _____

Telephone Number: _____

Supervisor's Name and Title: _____

Position Title: _____

Reason for Leaving: _____

Dates of Employment: From: _____ to _____

May We Contact Your Employer? Yes ___ No ___

Current Employer: _____

City and State: _____

Telephone Number: _____

Supervisor's Name and Title: _____

Position Title: _____

Reason for Leaving: _____

Dates of Employment: From: _____ to _____

May We Contact Your Employer? Yes ___ No ___

Current Employer: _____

City and State: _____

Telephone Number: _____

Supervisor's Name and Title: _____

Position Title: _____

Reason for Leaving: _____

Dates of Employment: From: _____ to _____

May We Contact Your Employer? Yes ___ No ___

References

Professional References

Name: _____ Title: _____

Company: _____ Phone: _____

Professional Relationship: _____

Name: _____ Title: _____

Company: _____ Phone: _____

Professional Relationship: _____

Personal References

Name: _____ Phone: _____

City and State: _____ Relationship: _____

Name: _____ Phone: _____

City and State: _____ Relationship: _____

Name: _____ Phone: _____

City and State: _____ Relationship: _____

Name: _____ Phone: _____

City and State: _____ Relationship: _____

Signature: _____

Date: _____

Applicant Release

Please submit a resume with this Employment Application.

All hiring and employment at Penn Township is at will. I understand this application is not an employment contract, nor can it be used to create one. Employment by Penn Township has no specific term and may be terminated by the employee or Penn Township with or without notice. I acknowledge that Penn Township has not made any promises or representations that differ from those contained in this paragraph.

I understand I must provide satisfactory documents to establish my identity and right to work in the United States, if I am offered a position of Penn Township and that failure to provide this evidence will result in the termination of my employment.

I release and agree to hold harmless any individual, Penn Township, business institution or government agency from all liability with regard to furnishing information to Penn Township. I agree to release and hold harmless Penn Township from all liability with respect to the receipt of such information.

I certify that the information I have furnished on this application form is true and complete. I understand that if any misrepresentation has been made by me verbally or in writing, any offer of employment made to me may be withdrawn or my subsequent employment with Penn Township may be terminated.

In connection with my application for employment and as a condition of continuing employment, I understand that investigative background inquiries may be made on me including previous employers, schools, criminal convictions, motor vehicle and other reports. These reports will include information as to my character, work habits, performance, education and experience along with reasons for termination of employment from previous employers. Furthermore, I understand that Penn Township will be requesting information from various federal, state, and other agencies which maintain records concerning my past activities relating to my driving, criminal, civil and other experiences as well as claims involving me in the files of insurance companies.

I authorize without reservation, any party or agency contacted to furnish the above mentioned information and release all parties involved from liability and responsibility for doing so. I hereby consent to obtaining the above information for Penn Township and/or any of their agents. This authorization and consent shall be valid in original, fax, or copy form.

Applicant's Signature

Date

The following information is required by law enforcement agencies and other entities for identification purposes when checking records. It is confidential and will not be used for any other purpose:

Please Print Clearly:

Print Full Name: _____ Sex: Male ___ Female ___

Print other names you have used: _____ Dates used: _____

Date of Birth (mm/dd/yy): _____ Social Security #: _____

Current Drivers License #: _____ Issuing State: _____
CLD: Yes ___ No ___

Other Drivers License #s: _____ Issuing State: _____
(list last 7 years only)