

# APPLICATION FOR EMPLOYMENT

East Hempfield Township is an equal opportunity employer. Employment decisions, including all hiring decisions, are made without regard to race, color, religion, sex/gender, national origin, age, disability, citizenship, marital status, labor union membership, veteran status, genetic disposition, possession of a General Education Development Certificate as compared to a high school diploma, or any other characteristic protected by applicable federal, state, or local laws. We strive to hire the hardest working and most qualified individuals.

Please complete the entire application truthfully. Any falsifications or omissions may be grounds for immediate dismissal. If a given question is not applicable to you, you should answer N/A. An incomplete application will not be accepted.

<b>PERSONAL INFORMATION</b>		
Last Name	First Name	Middle Initial
Address	Home Phone #	
	Cell Phone #	
Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No  If you are not at least 18 years of age, how old are you?  Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No  If no, how long have you been unemployed?  Are you available to work full time? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever filed an application with us before?  <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, give date _____	Have you ever been employed with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, give date _____	
Position(s) Applied For	Date You Can Start	
Are you able to perform all of the essential functions of the job that you have applied for with or without a reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been convicted of or pled guilty to, any felony or misdemeanor crime? <input type="checkbox"/> Yes <input type="checkbox"/> No  If you answered yes above, please list all crimes which you have been convicted of or pled guilty to and include the date of the offense. Please note that you will not automatically be excluded from consideration based upon a criminal record. Your suitability for the position sought will be evaluated based upon the circumstances in order to determine whether the criminal record renders you unsuitable for the job.		

Have you been discharged or fired from any job that you have held within the past 10 years?

Yes  No

If you answered yes above, please describe the circumstances involved.

Please list the skills and/or qualifications which you feel would especially qualify you for the position for which you have applied.

### EDUCATION

Circle highest grade completed:

High school

7  8  9  10  11  12  G.E.D.

College, trade or business

1  2  3  4

Graduate studies \_\_\_\_\_

School	Name and Address	Major Studies	Degree, Diploma, License or Certificate
High School			
College/University			
Vocational/Other			

### CURRENT EMPLOYMENT

May we contact your present employer?

Yes  No

Current rate of pay \$ \_\_\_\_\_

Employer's Name and Address

Employer's Phone #

Immediate supervisor:

Description of current position and job duties

Has your employer taken any disciplinary action against you within the last two years?

Yes  No

If yes, explain the discipline and the reason in detail.

**FORMER EMPLOYERS**

Please list your last four employers, starting with the most recent position. Do not skip any employers.

Dates of employment From: To:	Employer's Name, Address, Phone	Immediate supervisor  Salary/Wage: \$
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Job title:	Reason for Leaving:
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Description of Job:
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Dates of employment From: To:	Employer's Name, Address, Phone	Immediate supervisor  Salary/Wage: \$
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Job title:	Reason for Leaving:
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Description of Job:
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Dates of employment From: To:	Employer's Name, Address, Phone	Immediate supervisor  Salary/Wage: \$
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Job title:	Reason for Leaving:
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Description of Job:
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Dates of employment From: To:	Employer's Name, Address, Phone	Immediate supervisor  Salary/Wage: \$
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Job title:	Reason for Leaving:
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Description of Job:
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**REFERENCES**

Name:	Business:
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Address:	Years Acquainted:
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Name:	Business:
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Address:	Years Acquainted:
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**AUTHORIZATION AND CERTIFICATION**

PLEASE READ CAREFULLY

**I understand that providing false information on an application for employment is grounds for the Township to refuse to hire me, or to terminate my employment in the event that the misrepresentation is discovered after I have been hired.**

In submitting this application for employment, I authorize the Township to investigate all statements contained in it, and I understand that my current and/or former employers may be contacted to provide information concerning my suitability for employment, and that the references whom I have listed above will be contacted concerning my suitability for employment. I expressly authorize the Township to conduct such inquiries and I release the Township and any responding parties from any and all liability associated with such inquiries

I understand that in the event that I am hired, I will be hired as an at-will employee, and my employment may be terminated at any time, with or without cause, at the option of either the Township or myself. I understand that no representative of the Township except the Township Manager has any authority to enter into any legally binding employment agreement.

**I certify that I have read this entire employment application, including all information that I have provided on the application, and the entire statement set forth immediately above. I further certify that all of the information that I have provided on this employment application is true and correct.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date