



# **PENN TOWNSHIP** **APPLICATION FOR EMPLOYMENT** **An equal opportunity employer**

97 N. Penryn Road  
 Manheim, PA 17545  
 Phone: 717-665-4508

Last Name	First	Middle Initial
Present address (street, city state, zip)		Telephone number
Position or type of work for which you are applying:		P/T_____ F/T_____
Date Available to Start:		Seasonal___ Other___
Are you over the age of 18? _____ yes _____ no		
Can you perform the essential duties of the job for which you are applying, with or without reasonable accommodation? _____ yes _____ no		
Have you ever been convicted of a crime other than a minor traffic offense or are there charges presently pending against you for any crime other than a minor traffic offense? If yes, state the nature of the offense, date, city and state:          <div style="font-size: small; margin-top: 10px;"> <i>Disclosure of a criminal record will not necessarily disqualify you for employment consideration. Each offense will be evaluated on its own merit with consideration for job duties which you will be performing.</i> </div>		
During the past ten(10) years have you ever been involved in any work-related incident(s) which caused damage to facilities, equipment, property, or other persons? _____ yes _____ no		
Do you have the legal right to work in the United States? _____ yes _____ no		

## **RECORD OF EDUCATION** **(List schools from which you obtained a degree or certification)**

School Name	Location	Course of Study	Degree or Certification /Date
High school			
College			
Graduate			
Other			

## RECORD OF PREVIOUS EMPLOYMENT

Provide information on the previous 10 years of employment. Include Military Service.

Present or most recent employer:	Position held and duties performed:
_____ Name	_____ Position
_____ Street address	_____ _____
_____ City, State, Zip	_____ _____
_____ Supervisor	Ending salary: _____
_____ Telephone number	Reason for leaving: _____

DOES YOUR PRESENT EMPLOYER KNOW YOU ARE SEEKING EMPLOYMENT ELSEWHERE?

YES \_\_\_ NO \_\_\_

Present or most recent employer:	Position held and duties performed:
_____ Name	_____ Position
_____ Street address	_____ _____
_____ City, State, Zip	_____ _____
_____ Supervisor	Ending salary: _____
_____ Telephone number	Reason for leaving: _____

Present or most recent employer:	Position held and duties performed:
_____ Name	_____ Position
_____ Street address	_____ _____
_____ City, State, Zip	_____ _____
_____ Supervisor	Ending salary: _____
_____ Telephone number	Reason for leaving: _____

<b>Present or most recent employer:</b>  <hr/> Name  <hr/> Street address  <hr/> City, State, Zip  <hr/> Supervisor  <hr/> Telephone number	<b>Position held and duties performed:</b>  <hr/> Position  <hr/> <hr/> <hr/> <hr/> Ending salary: _____  Reason for leaving: _____
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If you are applying for a clerical position, indicate:		
	Computer Operation: ___ yes ___ no Word Processing: ___ yes ___ no Spreadsheet: ___ yes ___ no	program program program

If you are applying for a Maintenance Operator or Public Works Position, indicate:		
Do you possess a Commercial Driver's License (CDL?) ___ yes ___ no		
State:	Operator's Number:	Expiration Date:
Has your Driver's License been suspended or revoked in the last five (5) years? ___ yes ___ no If yes, please explain:		
Please indicate most recent moving violation:		
Date:	Violation:	State of Incident:

List specialized training courses or on-the job training you have received: (attach additional sheet if necessary)			
What type:	Who provided training?	Date of Training	Location

The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of fact in my application, resume, or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, discharge from employment. I authorize the Township to verify and investigate, at its discretion, the information contained herein and make such further investigation as it deems proper with respect to my employment history, work habits, job performance, and educational background, whether same is of written record or not; and I authorize my employers to furnish such information, and release them from any damage on account of furnishing such information. I understand that employment with Penn Township is at-will and no applicant or employee possesses any contractual or statutory right to continued employment. I agree that a photocopy of this signed application shall have the effect of an original.

<hr/> Date	<hr/> Applicant's Signature
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