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:

_____

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.

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:

_____
Name

_____
Street address

_____
City, State, Zip

_____
Supervisor

_____
Telephone number

Position held and duties performed:

_____
Position

_____

_____

_____

Ending salary: _____

Reason for leaving: _____

DOES YOUR PRESENT EMPLOYER KNOW YOU ARE SEEKING EMPLOYMENT ELSEWHERE?   YES ___NO___

Present or most recent employer:

_____
Name

_____
Street address

_____
City, State, Zip

_____
Supervisor

_____
Telephone number

Position held and duties performed:

_____
Position

_____

_____

_____

Ending salary: _____

Reason for leaving:
_____

Present or most recent employer:

_____
Name

_____
Street address

_____
City, State, Zip

_____
Supervisor

_____
Telephone number

Position held and duties performed:

_____
Position

_____

_____

_____

Ending salary: _____

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: _____

IF YOU ARE APPLYING FOR A CLERICAL POSITION, INDICATE:

Computer Operation: ___ yes __no	program
Word Processing: ___yes __no	program
Spreadsheet ___ yes __no	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.

_____ _____
Date   Applicant's Signature