**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 statues.

**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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you employed now? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you applied for a job at the Township before? \_\_\_

When can you start? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If so, may we inquire of your present employer? ­\_\_\_\_\_\_

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, computer software package experience, commercial driver’s license, heavy equipment experience, technical training, etc.):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­­­

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**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**  Start Finish | Reason for Leaving: |
| Company/Firm:  Address: | **(Mo./Yr.)**  From:  To: | Job Title:  Duties: |
| Telephone:  Supervisor: | **Rate of Pay**  Start Finish | Reason for Leaving: |
| Company/Firm:  Address: | **(Mo./Yr.)**  From:  To: | Job Title:  Duties: |
| Telephone:  Supervisor: | **Rate of Pay**  Start Finish | Reason for Leaving: |
| Company/Firm:  Address: | **(Mo./Yr.)**  From:  To: | Job Title:  Duties: |
| Telephone:  Supervisor: | **Rate of Pay**  Start Finish | 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?”