# HARBORCREEK TOWNSHIP

**APPLICATION FOR EMPLOYMENT**

*An Equal Opportunity Employer*

*Please Print All Information*

## Personal Information

Name & Address

_____

Last First Middle

_____

Street

_____

City State Zip

Daytime Phone ( ) _____ - _____

Evening Phone ( ) _____ - _____

Would you prefer to be contacted during the day, ☐ evening. ☐

List the title of the job for which you are applying or indicate the type of work you are interested in. _____

Are you available for: ☐ Full-time work ☐ Daytime work ☐ Temporary, occasional, or seasonal work
☐ Part-time work ☐ Evening or night work

Date you can start: _____

## Education

| | Name of School | Address | # Years Attended | Did You Graduate? | Major | Degree |
|---|---|---|---|---|---|---|
| High School | | | | | | |
| Colleges, Universities | | | | | | |
| Technical Schools | | | | | | |

List below any other training, seminars, correspondence courses, etc. that would have a bearing on your qualifications:

## Work History

As a minimum, list all jobs and periods of unemployment in the last 10 years that lasted over 30 days. List all jobs that have a bearing on your qualifications for the work you are applying for, regardless of when they occurred. Include military experience if applicable. Use a blank sheet or an additional form if more space is required. Your current employer will not be contacted without your permission. Start with your present or most recent job.

| Current or Most Recent Employer: | Your Job title: |
|---|---|
| Address:<br>_____<br>Dates Employed<br>From: Month Year To: Month Year<br><br>Name of Your Supervisor: | Describe Your Duties: |
| Current or final Pay Rate: | Why Did You Leave (Or Wish to Leave) This Job? |

| Employer: | Your Job title: |
|---|---|
| Address:<br><br>_____<br>Dates Employed<br>From: Month Year To: Month Year<br><br>Name of Your Supervisor: | Describe Your Duties: |
| Final Pay Rate: | Why Did You Leave This Job? |

| Employer: | Your Job title: |
|---|---|
| Address:<br><br>_____<br>Dates Employed<br>From: Month Year To: Month Year<br><br>Name of Your Supervisor: | Describe Your Duties: |
| Final Pay Rate: | Why Did You Leave This Job? |

| Employer: | Your Job title: |
|---|---|
| Address:<br><br>_____<br>Dates Employed<br>From: Month Year To: Month Year<br><br>Name of Your Supervisor: | Describe Your Duties: |
| Final Pay Rate: | Why Did You Leave This Job? |

| Employer: | Your Job title: |
|---|---|
| Address:<br><br>_____<br>Dates Employed<br>From: Month Year To: Month Year<br><br>Name of Your Supervisor: | Describe Your Duties: |
| Final Pay Rate: | Why Did You Leave This Job? |

☐ Check here if more information is attached

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If at any of the previously listed schools or employers, you were known by another name, list it here.

_____ _____ _____

Last First Middle

Are you able to perform the work of the job for which you are applying? Yes ☐ No ☐ (If no, see supplemental form or attach an explanation of any accommodations needed). The employer will make reasonable accommodations if necessary to enable you to perform a job. The need for a reasonable accommodation will not be a factor in consideration for employment.

## Qualifications

1. List any licenses or certifications you hold that have a bearing on your qualifications:

2. Have you ever had a license or certification revoked or suspended? Yes ☐ No ☐

3. Have you ever been fired or asked to resign from a job? Yes ☐ No ☐

4. Are you 18 years of age or older: Yes ☐ No ☐
   (If you are under 18, you must present a certificate from your school district stating your eligibility to work.)

5. Are you legally eligible to be employed in the United States of America? Yes ☐ No ☐
   (If hired, you will be required to show documentation verifying your eligibility.)

6. Have you ever been convicted of or pled guilty to a crime other than summary offenses or traffic violations?
   Yes ☐ No ☐
   If yes, please explain below. (A conviction will not be a disqualification from employment unless it has a bearing on your qualifications).

7. Is there any other information we should be aware of which has a bearing on your qualifications for the work for which you are applying? Yes ☐ No ☐
   (If yes, list below or on a separate sheet. Do not volunteer any information about your age, sex, religion, race, national origin, or disability.)

**List at least three references who know you personally and who are familiar with your work qualifications, and who are not related to you.**

| Name | How Known | Address | Phone # |
|---|---|---|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |

## Additional Information

If you are applying for a specific position, you should answer the questions on the following list which have been indicated by a check mark before the number. If you are filling out a general application for our files, answer those questions which in your judgement are related to the type of work you are seeking.

1. Can you type? Yes ☐ No ☐ Speed? (Correct words per minute.) _____

2. Can you take dictation without mechanical assistance? Yes ☐ No ☐ Speed? (Spoken words/minute) _____

3. Do you have a level of comfort using word processing and/or spreadsheet software? Yes ☐ No ☐
   If yes, Level/Specify Software: _____

4. List any other office machines that you can operate. _____

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5. Do you possess a valid PA motor vehicle operator's license? Yes ☐ No ☐
   For what class or vehicle? _____ License expiration date _____

6. What types of motor vehicles and construction equipment can you operate?
   _____

7. Are you available for overnight travel? Yes ☐ No ☐

8. Are you available for occasional overtime work? Yes ☐ No ☐

9. Can you begin work within 4 weeks of a job offer? Yes ☐ No ☐
   If no, when? _____

10. Have you ever been refused bond? Yes ☐ No ☐

11. Can you understand (U), read (R), speak (S), or write (W) any language other than English? Yes ☐ No ☐

| If yes, list: | Language | U | R | S | W |
|---|---|---|---|---|---|
| 1. | | ☐ | ☐ | ☐ | ☐ |
| 2. | | ☐ | ☐ | ☐ | ☐ |
| 3. | | ☐ | ☐ | ☐ | ☐ |

12. Are you now serving or have you ever served in any branch of the U.S. Military Services including National Guard Reserves? Yes ☐ No ☐

I certify that to the best of my knowledge, the information of this form is correct and complete. I understand that any misrepresentation on this application will be cause for me to be removed from further consideration, or, if I have been hired, may be grounds for my dismissal.

_____ _____

Signature Date