

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: _____ Dates Employed From: Month Year To: Month Year	Describe Your Duties:
Name of Your Supervisor:	
Current or final Pay Rate:	Why Did You Leave (Or Wish to Leave) This Job?

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.

<u>Name</u>	<u>How Known</u>	<u>Address</u>	<u>Phone #</u>
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. _____

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. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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