



WASHINGTON TOWNSHIP
185 Manors Road
Elizabethville, PA 17023

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 status.

This is a non-smoking environment

PERSONAL INFORMATION

Name _____
First Middle Last

Present Address _____
Street City State Zip

List any relatives working for us: _____

How did you learn about the Township?

Newspaper Advertisement _____ Referred by _____

Other _____

EMPLOYMENT DESIRED

Position _____ Date you can start? _____

Are you employed now? _____ If so, may we inquire of your present employer? _____

Have you applied for a job at the Township before? _____ If so, When? _____

EDUCATION

Do you have a high school diploma or equivalent? Yes _____ No _____

Do you have a university or college degree? Yes _____ No _____

Please describe additional skills, training, or ability you would like to have us consider in evaluating your qualifications (This may include commercial driver's license, heavy equipment experience, technical training, computer skills, accounting skills, etc.)

Can you work overtime? Yes_____ No_____

EMPLOYERS (Start with your current employer and list below all previous employers)

Company/Firm:_____

Address:_____

Telephone:_____

Supervisor:_____

Rate of Pay:_____How long employed?_____

Job Title:_____

Duties:_____

Company/Firm:_____

Address:_____

Telephone:_____

Supervisor:_____

Rate of Pay:_____How long employed?_____

Job Title:_____

Duties:_____

Company/Firm:_____

Address:_____

Telephone:_____

Supervisor:_____

Rate of Pay:_____How long employed?_____

Job Title:_____

Duties:_____

Company/Firm:_____

Job Title:_____

Address:_____

Duties:_____

Telephone:_____

Supervisor:_____

Rate of Pay:_____How long employed?_____

PROFESSIONAL REFERENCES (Give the names of three persons not related to you whom you have known at least one year)

Name

Address

Telephone

Occupation

Yrs Acquainted

(1)_____

(2)_____

(3)_____

Washington Township

DRIVER'S LICENSE

Answer the following question only if you are applying for a position which requires driving a Township vehicle

Driver's License Number:_____(Pennsylvania)

Commercial Driver's License (CDL) Designation:_____

BACKGROUND CHECK

All applicants who are offered employment are subject to a background check. These checks are performed post-offer and you will be notified and your consent sought prior to any background check. Failure to consent to a background check will result in a withdrawal of an employment offer.

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I understand that any false answer, statement, or representation made by me in this application shall constitute sufficient cause 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:_____

Phone Number:_____

E-Mail Address:_____

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?”