

DURHAM TWP APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

DATE OF APPLICATION: _____

Name:

Last

First

Middle

Address:

Street

(Apt)

City, State

Zip

Alternate Address:

Street

City, State

Zip

Contact Information:

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Home Telephone

Mobile

Email

*How did you learn about our opening?***POSITION SOUGHT:** _____

Available Start Date: _____

Desired Pay Range: _____

By Hour or Salary

Are you currently employed? _____

EDUCATION

	Name and Location	Graduate? – Degree?	Major / Subjects of Study
High School			
College or University			
Specialized Training, Trade School, etc...			
Other Education			

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

PA CDL LICENSE? YES NO Ability to operate a back-hoe? YES NO

Have you ever plowed snow before? YES NO Operated a chainsaw? YES NO

Other Info: _____

PREVIOUS EXPERIENCE

Please list beginning from most recent

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

Additional Information:

Have you ever been employed with this company before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Do you have any friends or relatives employed by this company?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If Yes, please provide their names and relationship to you:		
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Are you currently employed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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May we contact your employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Are you currently on "lay off" status and subject to recall?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If you are under 18 years of age, can you provide proof of your eligibility to work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If hired, can you provide proof of U.S. citizenship or proof of your legal right to work in the U.S.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Are you able to perform all of the essential functions of the job for which you are applying with or without reasonable accommodation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Since driving is a requirement of the position applied for, have you in the last 7 years been convicted of Driving Under the Influence "(DUI)"	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
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If hired, do you have a reliable means of transportation to and from work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If hired, would you be able to work overtime as needed? (24/7 On-Call)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Have you ever been convicted of a felony or misdemeanor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If Yes, please explain:		
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REFERENCES:

List below three persons not related to you who have knowledge of your work performance within the last 5 years

Name #1	Occupation
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Company name	Address
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Telephone	E-mail	Relationship & years acquainted
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Name #2	Occupation
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Company name	Address
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Telephone	E-mail	Relationship & years acquainted
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Name #3		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted

CERTIFICATION & AUTHORIZATION

Please read carefully before signing.

I certify that the information given herein is true and complete to the best of my knowledge. I authorize Durham Township to investigate any information, including my employment history, educational background, credit history and record of criminal convictions that it believes is relevant to my employment application. My current and former employers, educational institutions, and personal references may provide information that they may have about me in response to inquiry from the employer. I understand that any offer of employment by Durham Township is contingent upon obtaining reference information learned through the above mentioned reference checks as well as upon the successful completion of a criminal history and background check. I understand that omitting material fact and/or providing false or misleading information or misrepresentations in my application, resume, or during the interview process may result in a refusal to hire, or discharge in the event of employment. I understand that I shall be required to provide documentation establishing my legal authorization for employment prior to commencing my employment. I understand that if employed, my employment will be at will and I will not have a guarantee of employment for any specific period of time.

Durham Township is an Equal Opportunity Employer, and shall treat all employees and all applicants for employment equally and fairly based upon job related qualifications and in accordance with all applicable local, state and federal laws.

DATE: _____

APPLICANT'S SIGNATURE: _____

(Durham Township Use Only Below this Line)