

**EMPLOYMENT APPLICATION
PENN TOWNSHIP
157 EAST AIRPORT ROAD
BUTLER, PA 16002
(724) 586-1165 – MUNICIPAL BUILDING
(724) 586-1169 – POLICE DEPARTMENT**

(Completion of this application does not guarantee applicant an interview or employment)

Position Applied For _____ **Date** _____

Last Name	First Name	Middle
Street Address	City	State Zip
Telephone Number	Social Security Number	

Do you have a valid PA Driver's License? Yes No

**Are you willing to work Nights, Saturday, Sundays and
Holidays?** Yes No

Have you ever filed an application with us before? Yes No
If yes, give date _____

Have you ever been employed with us before? Yes No
If yes, give date _____

**Are you related by either blood or marriage to anyone currently
Employed by Penn Township?** Yes No

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No
(Proof of citizenship or immigration status will be required upon employment)

On what date will you be available for work? _____

Salary Desired _____

Are you available for Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if the job requires it? Yes No

Have you been convicted of a felony within the last seven years? Yes No
(Conviction will not necessarily disqualify an applicant from employment)

If Yes, please explain _____

Education

	Name & Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate School				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and/or write

	<i>Fluent</i>	<i>Good</i>	<i>Fair</i>
<i>Speak</i>			
<i>Read</i>			
<i>Write</i>			

Describe any specialized training, apprenticeship, skills and extra-curricular activities

Military

Were you in the Armed Forces? *Yes* *No*

If yes, what branch _____

Dates of Duty: _____ *to* _____

Rank at Discharge _____

Type of Discharge _____

Describe any job-related training received in the United States Military

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations, which indicate race, color, religion, gender, national origin, disabilities or other protected status.

<i>Employer</i>	<i>Dates From</i>	<i>Employed To</i>	<i>Work Performed</i>
<i>Address</i>			
<i>Telephone Number(s)</i>	<i>Hourly Starting</i>	<i>Rate/Salary Final</i>	
<i>Job Title</i> <i>Supervisor</i>			
<i>Reason for Leaving</i>			

<i>Employer</i>	<i>Dates From</i>	<i>Employed To</i>	<i>Work Performed</i>
<i>Address</i>			
<i>Telephone Number(s)</i>	<i>Hourly Starting</i>	<i>Rate/Salary Final</i>	
<i>Job Title</i> <i>Supervisor</i>			
<i>Reason for Leaving</i>			

<i>Employer</i>	<i>Dates From</i>	<i>Employed To</i>	<i>Work Performed</i>
<i>Address</i>			
<i>Telephone Number(s)</i>	<i>Hourly Starting</i>	<i>Rate/Salary Final</i>	
<i>Job Title</i> <i>Supervisor</i>			
<i>Reason for Leaving</i>			

<i>Employer</i>	<i>Dates From</i>	<i>Employed To</i>	<i>Work Performed</i>
<i>Address</i>			
<i>Telephone Number(s)</i>	<i>Hourly Starting</i>	<i>Rate/Salary Final</i>	
<i>Job Title</i> <i>Supervisor</i>			
<i>Reason for Leaving</i>			

(If you need additional space, please continue on a separate sheet of paper.)

List professional, trade, business or civic activities and offices held.

(You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:)

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

State any additional information you feel may be helpful to us in considering your application.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied?

Yes No

References

1.	()
(Name)	Phone#
(Address)	
2.	()
(Name)	Phone#
(Address)	
3.	()
(Name)	Phone#
(Address)	

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment including a police check, checks of salaries, references and former employers. All information will be considered in determining your eligibility for employment with the Township.

This application for employment shall be considered active for a period of time not to exceed 1 year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

◆◆◆
*This section to be completed only by applicants applying for a
position in the Road Department*
◆◆◆

Have you had any experience in driving a truck? Yes No

Have you had any experience in operating heavy equipment? Yes No
If yes, list equipment _____

Do you have your own transportation? Yes No

Will you work odd hours, i.e. 2 a.m. to 10 a.m.? Yes No

Will you be available at any hour for emergency work? Yes No

Is the phone number listed on the front page your number? Yes No
If not, whose phone number does it belong to?

*Do you understand that this job requires outside work in all kinds of
weather such as rain, sleet, and snow, hot and cold?* Yes No

*Are you willing to perform all types of physical labor, i.e., pick and shovel,
under drain cleaning, snow removal, etc.?* Yes No

Do you have a valid, current CDL? Yes No

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview **Yes** **No**

Remarks _____

Employed **Yes** **No** **Date of Employment** _____

Job Title _____

Department _____

Hourly Rate/Salary _____

Interviewed by _____ **Date** _____

NOTES: _____

