

# APPLICATION FOR EMPLOYMENT NORTH LEBANON TOWNSHIP

An Equal Opportunity Employer

**Please Print All Information**

Name \_\_\_\_\_ ( ) \_\_\_\_\_  
Last                      First                      Middle                      (area code) daytime number

Address \_\_\_\_\_ ( ) \_\_\_\_\_  
(area code) cell phone

If, at any time, you were known by another name, list it here.

\_\_\_\_\_ Last                      First                      Middle

Would you prefer to be contacted during       daytime       evening       doesn't matter

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

Are you available for: (check all that apply)

- full-time work       daytime work       temporary, occasional or seasonal work  
 part-time work       evening or night work

**EDUCATION**

Highest Yr Completed    High School    9      10      11      12  
 College/Tech    1      2      3      4      5      6

	Name of School	Address	# of YRS Attended	Did you Graduate?	Major	Degree
High School						
College, Universities Or Technical Schools						

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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**WORK HISTORY**

As a minimum, list all jobs in the last 20 years that have lasted over 30 days. Include military experience if applicable. Use a blank sheet or 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.

<b>Current or Most Recent Employer:</b>	<b>Your Job Title:</b>
Address:	Describe your Duties:
Dates Employed From:      To: Month ____ Year ____      Month ____ Year ____	
Name of Supervisor:	
Current or Final Pay Rate:	Why did you leave this job?
<b>Employer:</b>	<b>Your Job Title:</b>
Address:	Describe your Duties:
Dates Employed From:      To: Month ____ Year ____      Month ____ Year ____	
Name of Supervisor:	
Current or Final Pay Rate:	Why did you leave this job?
<b>Employer:</b>	<b>Your Job Title:</b>
Address:	Describe your Duties:
Dates Employed From:      To: Month ____ Year ____      Month ____ Year ____	
Name of Supervisor:	
Current or Final Pay Rate:	Why did you leave this job?

Check here if more information is attached.

Explanation of any gaps in employment:

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As part of the hiring process, we intend to make contact by phone, conduct at a minimum one personal interview, and have the applicant perform certain computer tasks to confirm applicant's knowledge and skills.

Are there any accommodations requested for this hiring process? \_\_\_\_\_yes \_\_\_\_\_no  
If yes, please describe:

**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  
If yes, please explain below.
  
3. Have you ever been fired or asked to resign from a job due to misconduct? \_\_\_\_\_yes \_\_\_\_\_no  
If yes, please explain below.
  
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? \_\_\_\_\_yes \_\_\_\_\_no  
*(If hired you will be asked 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. Are you related to any current employee of North Lebanon Township? \_\_\_\_\_yes \_\_\_\_\_no  
If yes, please list employee name and relationship. \_\_\_\_\_
  
8. 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.

