

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.

Current or Most Recent Employer:	Your Job Title:
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?
Employer:	Your Job Title:
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?
Employer:	Your Job Title:
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:

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 #
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1.

2.

3.

Please answer the following questions only if they are applicable to the type of work you are applying for. 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 that in your judgment are related to the type of work you are seeking.

1. Can you type? ____yes ____no Speed (correct words per minute) _____.

2. Have you operated any of these listed pieces of standard office equipment?

- | | | |
|--|--|---|
| ☐ cash register | ☐ postage machine | ☐ transcription device |
| ☐ computer | ☐ shredder | ☐ typewriter |
| ☐ fax machine | ☐ telephone(multi line) | |

3. Do you possess a valid Pennsylvania motor vehicle operator's license? ____yes ____no
 ____ CDL class ____endorsement ____license expiration date

4. Check the types of motor vehicles and/or construction equipment you have operated:

- | | | |
|---|--|---|
| ☐ Backhoe | ☐ flusher truck | ☐ street sweeper |
| ☐ front end loader | ☐ lawn mowers | ☐ list other _____ |
| ☐ leaf machines | ☐ skid loaders | |
| ☐ grader | ☐ snowplow | |

5. Are you available for overtime work? ____yes ____no

6. Can you begin work within 2 weeks of a job offer? ____yes ____no If no, when _____ ?

7. Have you ever been refused bond? ____ yes ____ no

8. Can you understand (U), read (R), speak (S) or write (W) any other language than English
 ____ yes ____ no

If yes, list:	<u>Language</u>	<u>U</u>	<u>R</u>	<u>S</u>	<u>W</u>
1.		☐	☐	☐	☐
2.		☐	☐	☐	☐
3.		☐	☐	☐	☐

9. Are you now or have you ever served in any branch of the US Military Services including National Guard or Reserve? ____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

***Candidates will be subject to a criminal background check and will be required to obtain and submit a consumer credit report prior to an offer of employment being made.