

CHARTIERS TOWNSHIP
APPLICATION FOR EMPLOYMENT

Chartiers Township is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, religion, sex, national origin, disability or age or other legally protected status. All information requested on this application form is solicited for the purpose of determining abilities and skills required for proper job placement and to facilitate verification of the information requested.

Instructions: This application must be completed in its entirety. Please print in ink or type. If you need assistance completing this application form because of a disability, please notify the Township Manager at 724-745-3415.

Date: _____

Position(s) applied for: _____

Name: _____

Address: _____ Phone: _____

City/State/Zipcode: _____ Email: _____

For Police and Public Works Applicants Only: Driver's License No./State: _____

Are you over 18 years of Age?	<u>Circle One</u>
	Yes No
If no, do you have a work Permit?	Yes No

Are you a United States citizen or authorized to work in the United States? (Proof of citizenship or immigration status will be required upon employment)	Yes No
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Have you ever been employed by Chartiers Township If yes, provide date(s):	Yes No
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Would you work?
Fulltime: _____ Part-time: _____ Evenings: _____ Weekends: _____

List any relatives presently working for Chartiers Township: _____

EMPLOYMENT HISTORY: List all positions you have held, beginning with most recent.

Co. Name and Address	Dates employed	Position(s) held	Rate/Salary	Reason for leaving	Supervisor Name & No.
Phone:					

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Attach additional sheets as necessary

May we contact your current employer? _____

EDUCATION:

Last High School Attended: _____			
Name		Location	
Highest Grade Completed: _____			
Do you have a High School Diploma or G.E.D. Certificate? _____			
Colleges, Universities, Trade or Technical Schools or Apprenticeship Programs:			
Name	Location	Years	Degree/Certificate

MILITARY

Branch of Service	Length of Service	Rank at Separation
Reserve Requirements	Specialized Training:	Honorably Discharged?

OTHER QUALIFICATIONS

Describe the types of equipment you are capable of operating (machines, vehicles, computers, etc.):
List any trade, professional or skills certificates you hold:
Summarize any special skills, experience or background which you feel qualifies you for the position(s) for which you are applying:

REFERENCES

Name	Phone Number	Relationship

Have you been convicted of a felony or misdemeanor? Yes _____ No _____

If "Yes," please explain _____

I certify that the information supplied by me on this application and in my resume, if supplied, is true and complete and does not contain falsifications, omissions or concealments of material fact. I understand that if employed, false statements on this application shall be considered sufficient cause for discharge.

I authorize Chartiers Township to investigate the statements contained in this application for employment as may be necessary in arriving at an employment decision. I hereby authorize all current and former employers, except as noted, education institutions and references to release information relevant to my application for employment and I release the Township, all current and former employers, education institutions and references from any and all liability related to release of such information.

I understand and agree that Chartiers Township's acceptance of this employment application does NOT constitute any promise, expressed or implied, that I will be hired. I further understand that Chartiers Township does not guarantee anyone employment for any specific length of time and that any potential employment is at-will and may be terminated by either me or by Chartiers Township without notice or cause.

I hereby acknowledge that I have read this section of the employment application and fully understand the meaning and effect of signing this application.

Signature

Date