

Carroll Township, York County

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

Carroll Township considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability or any other legally protected status.

This application will be kept on file for one year. It is the applicant's responsibility to ensure that a current application is on file.

Position(s) Applying For:

Full-time or Part-time

1. _____
2. _____
3. _____

Name _____
(Last) (First) (Middle)

Current Address _____
(Street)

(City) (State) (Zip)

Permanent Address _____
(if other than current) (Street)

(City) (State) (Zip)

Home Phone () - Work Phone () -

Cell Phone () - Email

*555 Chestnut Grove Road
Dillsburg, PA 17019
(717) 432-4951*



PERSONAL

Are you permitted to be lawfully employed in the United States? Yes No
(Proof of citizenship or immigration status will be required upon employment.)

Have you ever filed an application with the Township before? Yes No

Have you ever worked for the Township before? Yes No If yes, please state dates of employment and department _____

Are you 18 years of age or over? Yes No

Driver's License # _____ State _____ Class/Type _____

Is your driver's license valid? Yes No

Are you a veteran of any branch of the United States Armed Forces? Yes No

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

If yes, please explain:

(Conviction will not necessarily disqualify applicant from employment.)

When will you be available for work? _____

How did you hear about the job? Walk-In Newspaper Ad Other _____
Explain

EDUCATION

High School

Name & Address of School

Number of Years Completed Concentration

College/University

Name & Address of School

Number of Years Completed Concentration

Other (Including Post Graduate Education)

Name & Address of School

Number of Years Completed Concentration

SKILLS AND TRAINING

Please list all applicable specialized skills and training received.

EMPLOYMENT

List your last (or present) job first, and all others in descending order. Be sure to list all employment, including military service. If additional space is required, please attach an 8½ x 11 sheet of paper.

1.

Company Name		Position
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Company Address		
() -		

Telephone Number	Dates: From	To
	\$	\$

Reason for Leaving	Initial Salary	Final Salary
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2.

Company Name		Position
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Company Address		
() -		

Telephone Number	Dates: From	To
	\$	\$

Reason for Leaving	Initial Salary	Final Salary
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3.

Company Name		Position
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Company Address		
() -		

Telephone Number	Dates: From	To
	\$	\$

Reason for Leaving	Initial Salary	Final Salary
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REFERENCES

Please list professional references. Must be non-family members.

1.	() -	
Name	Title/Relationship	Telephone Number
Company	Address	
2.	() -	
Name	Title/Relationship	Telephone Number
Company	Address	
3.	() -	
Name	Title/Relationship	Telephone Number
Company	Address	
4.	() -	
Name	Title/Relationship	Telephone Number
Company	Address	

CONSENT

With the submission of this application I certify that all statements are true and correct to the best of my knowledge and belief. Any misrepresentations or omissions on this application may be cause for rejection of the application or dismissal after employment.

I authorize investigation of all statements contained in this application and authorize the Township to perform a background check as may be necessary in arriving at an employment decision.

I understand that all employees of the Township are employed at-will, which means that either the Township or the employee may terminate the employment relationship at any time, with or without notice and for any and no reason. Employees covered by a collective bargaining agreement will be governed by the terms and conditions of the contract. No employee or representative of the Township has authority to enter into any agreement specifying duration of employment or abrogating an employee's at-will employment status. I understand that this application is not intended to confer any contractual right or obligation to any party and that the Township reserves the right to change any practice, policy or procedure with or without notice, at its sole discretion.

I understand that the offer of employment is contingent on the results of a pre-employment drug test. Applicants under 18 years of age must have parental consent. Confirmed positive test results will automatically disqualify an applicant from employment.

Applicant's Signature

Date