



## APPLICATION FOR EMPLOYMENT

RAPHO TOWNSHIP is an equal opportunity employer. Employment decisions, including all hiring decisions, are made without regard to non-work related factors such as race, ancestry, color, religion/creed, sex, national origin, age, disability, pregnancy, citizenship, veteran status, marital status, possession of a General Education Development Certificate as compared to a high school diploma, or any other protected classification under relevant law. We strive to hire the hardest working and most qualified individuals.

Please complete the entire application truthfully. Any falsifications or omissions may be grounds for immediate dismissal. If a given question is not applicable to you, you should answer N/A. An incomplete application will not be accepted.

Please print.

Last Name	First Name	Middle Initial
Address	Number	Street
	City	State
Zip Code		
Telephone Number(s)		
Position Applied For		Date You Can Start

Are you legally eligible for employment in the United States?     Yes     No

Are you at least 18 years of age?     Yes     No

If you are **not** at least 18 years of age, how old are you? \_\_\_\_\_

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 currently employed? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, how long have you been unemployed? \_\_\_\_\_

Are you available to work full time? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you able to perform all of the essential functions of the job that you have applied for with or without a reasonable accommodation? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been convicted of or pled guilty to, any felony or misdemeanor crime? \_\_\_\_\_ Yes \_\_\_\_\_ No

If you answered yes above, please list all crimes which you have been convicted of or pled guilty to and include the date of the offense. Please note that you will not automatically be excluded from consideration based upon a criminal record. Your suitability for the position sought will be evaluated based upon the circumstances in order to determine whether the criminal record renders you unsuitable for the job.

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Have you been discharged or fired from any job that you have held within the past 10 years? \_\_\_\_\_ Yes \_\_\_\_\_ No

If you answered yes above, please describe the circumstances involved.

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Please list the skills and/or qualifications which you feel would especially qualify you for the position for which you have applied.

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### **CURRENT EMPLOYMENT**

May we contact your present employer? \_\_\_\_\_ Yes \_\_\_\_\_ No Current rate of pay \_\_\_\_\_

Employer's name \_\_\_\_\_ Immediate supervisor \_\_\_\_\_

Employer's address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Phone \_\_\_\_\_

Description of current position and job duties \_\_\_\_\_

Has your employer taken any disciplinary action against you within the last two years? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, explain the discipline and the reason in detail.

**RESIDENCE**

How much time will it take you to safely travel to the Rapho Township building from your residence for emergency work? \_\_\_\_\_ minutes

**EDUCATION**

High School \_\_\_\_\_ Number of years completed \_\_\_\_\_

University/college/trade school \_\_\_\_\_ Number of years completed \_\_\_\_\_

Major/Degree \_\_\_\_\_ Other education \_\_\_\_\_

**FORMER EMPLOYERS** (List your last four employers: do not skip any employers)

(Date/Month/Year) From: To:	Name and Address	Name of Supervisor:  Salary/Wage: \$
Description of Job:		Reason for Leaving:

(Date/Month/Year) From: To:	Name and Address	Name of Supervisor:  Salary/Wage: \$
Description of Job:		Reason for Leaving:

(Date/Month/Year) From: To:	Name and Address	Name of Supervisor:  Salary/Wage: \$
Description of Job:		Reason for Leaving:

(Date/Month/Year) From: To:	Name and Address	Name of Supervisor:  Salary/Wage: \$
Description of Job:		Reason for Leaving:

**REFERENCES**

Name:	Business:
Address:	Years Acquainted:

Name:	Business:
Address:	Years Acquainted:

Name:	Business:
Address:	Years Acquainted:

**APPLICANT'S AUTHORIZATION AND CERTIFICATION**

**PLEASE READ CAREFULLY**

**I understand that providing false information on an application for employment is grounds for Rapho Township to refuse to hire me, or to terminate my employment in the event that the misrepresentation is discovered after I have been hired.**

In submitting this application for employment, I authorize Rapho Township to investigate all statements contained in it, and I understand that my current and/or former employers may be contacted to provide information concerning my suitability for employment, and that the references whom I have listed above will be contacted concerning my suitability for employment. I expressly authorize Rapho Township to conduct such inquiries and I release Rapho Township and any responding parties from any and all liability associated with such inquiries

I understand that in the event that I am hired, I will be hired as an at-will employee, and my employment may be terminated at any time, without or without cause, at the option of either Rapho Township or myself. I understand that no representative of Rapho Township, other than the Board of Supervisors or the Township Manager, has any authority to enter into any legally binding employment agreement.

**I certify that I have read this entire employment application, including all information that I have provided on the application, and the entire statement set forth immediately above. I further certify that all of the information that I have provided on this employment application is true and correct.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature