



## 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. A fully completed application must be submitted even if the applicant chooses to also provide a resume.

Please print legibly in blue or black ink

Last name:	First name:	Middle initial:	
Address:	City	State:	Zip code
Telephone number(s):			
Position applied for:	Date you can start:	Desired rate of pay:	

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 Rapho Township before? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, give date(s) \_\_\_\_\_

Have you ever been employed by Rapho Township before? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, give date(s) \_\_\_\_\_

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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Do you possess a valid driver's license?

\_\_\_\_\_Yes \_\_\_\_\_No

If yes to above, please list the classes of driver's license which you possess\_\_\_\_\_

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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## EDUCATION

High School \_\_\_\_\_Years completed \_\_\_\_\_Did you graduate? \_\_\_\_\_

University/college/trade school \_\_\_\_\_Years completed \_\_\_\_\_

Major/Degree \_\_\_\_\_Did you graduate? \_\_\_\_\_

Other education \_\_\_\_\_

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

Employer name:	Employer address:	Salary/Wage:
Supervisor name:	May we contact this employer?	Start date:
		End date:
Description of job:		Reason for leaving:

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		End date:
Description of job:		Reason for leaving:

**REFERENCES** (Please list three professional references who are not related to you)

Name:	Business:	
Address:	Phone number(s):	Years acquainted:

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## 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, with 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.**

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Signature

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Date