

Penn Township
228 Clifford Road
Selinsgrove, PA 17870
570-374-4778 – penntwp@ptd.net

Employment Application

Applicant Information

Please complete this application by typing or printing in ink. INCOMPLETE or UNSIGNED applications will not be considered.

Penn Township is an equal opportunity employer. Penn Township does not discriminate on the basis of race, religion, color, sex, age, national origin, marital status or disability.

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted or plead guilty to a felony? YES NO

If yes, explain: _____

Have you ever been convicted or plead guilty to a misdemeanor? YES NO

If yes, explain: _____

Have you ever been convicted or plead guilty to an act of dishonesty? YES NO

If yes, explain: _____

Can you perform the essential functions of the position for which you are applying? YES NO

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO
 Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO
 Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO
 Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable,
explain: _____

Licenses, Professional Certificates & Skills

Driver's License Number: _____ State of Issuance: _____

Is this a CDL License: YES NO
 If yes, what class of CDL: _ _____

Please list any other licenses or professional certificates including type, issuing authority, date issued, expiration date, and certificate/license number:

Has your professional license(s) and/or certificate(s) ever been suspended, revoked or have you been placed on probation? YES NO
 If yes, please indicate date and reason:

Please list any special skills or equipment operating experience such as snowplowing, skid-steer, backhoe, etc.:

Disclaimer and Signature

Please read the following statements carefully and indicate your understanding and acceptance by signing in the space provided

- 1) I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire or, if hired, termination.
- 2) I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the United States.
- 3) I understand that all positions with Penn Township are Public Sector positions and that my name may be made public through the application and/or hiring process.
- 4) I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.

Signature: _____ Date: _____