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Board of Supervisors

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APPLICATION FOR EMPLOYMENT AND PRE-EMPLOYMENT QUESTIONNAIRE

West Goshen Township is an equal opportunity employer. As such we actively seek to employ the best qualified applicants for employment and to promote the best qualified employees without regard to race, color, sex, national origin, religion, age, marital status, sexual orientation, veteran status, or disability, which does not interfere with performance of essential job functions after reasonable accommodation.

(1) Please answer each question completely and accurately, and print clearly and legibly. Incomplete applications will not be accepted. False or misleading information on the application will be grounds for refusal to hire, or termination if not discovered until after hire. If you need assistance in completing the application, please ask for help.

(2) Applications are considered in order of date received.

(3) As a condition of employment, and depending on the position for which you are applying, you may be required to take and pass a drug and alcohol screening test.

(4) As a condition subsequent to employment (after you are hired, but perhaps before you begin work), you may be required to take a complete physical examination including additional tests.

BASIC INFORMATION

Position(s) desired: _____ Date of Application: _____

Full Name: _____
(Last) (First) (Middle)

Social Security Number: _____

Present address: _____
(Number) (Street) (Unit or Apartment No.)

(City) (State) (Zip + 4) (Area Code and Day Number)

Permanent address (if different): _____
(Number) (Street) (Unit or Apartment No.)

(City) (State) (Zip + 4) (Area Code and Day Number)

Date available for work: _____

EDUCATION AND TRAINING

High School: _____
(Name) (Address) (Diploma or Grade Completed)

College: _____
(Name) (Address) (Degree or Years Completed) (Major)

Other educational study: _____

Special training, skills, or licenses: _____

DRIVING INFORMATION

Do you have a valid driver's license? ____ Yes ____ No

If yes: _____
(State) (Number) (Expires) (Classes) (Restrictions)

Have any of your licenses ever been suspended? _____ Revoked? _____

If yes, describe: _____
(Dates) (Reasons)

KNOWLEDGE/INTEREST IN

Have you ever been employed by West Goshen Township? Yes ____ No ____

If yes, describe: _____
(Positions) (Dates) (Salary) (Reasons for leaving)

How did you learn about this position? _____

Why are you interested in working for the Township? _____

Are you willing to work full-time? Yes ____ No ____

regular part-time? Yes ____ No ____

some other arrangement? _____

Are there hours, shifts, or days that you are unable or unwilling to work? Yes ____ No ____

If yes, describe: _____

CRIMINAL RECORD

Have you ever been convicted of a crime, other than a summary or minor traffic offense?

Yes ____ No ____ (Conviction of a crime will not necessarily disqualify you from employment with us.

Withholding such information will.) If yes, describe: _____

IMMIGRATION

Are you prevented from becoming lawfully employed in this country because of Visa or Immigration Status?

Yes ____ No ____ (If you are hired, you will have to complete Immigration Form I-9 and furnish proof of citizenship or immigration status.)

EMPLOYMENT HISTORY

(If you used a different name with a previous employer, please give that name below.)

In your present or in any prior employment, have you ever had a problem with absenteeism or lateness?

Yes ____ No ____ If yes, describe: _____

Have you ever been discharged (fired) from a job? Yes ____ No ____

If yes, explain: _____

List jobs below in reverse chronological order - most recent jobs first.

1. Present job:

Name and address of employer: _____

Employed since: _____

Job title and major duties: _____

Immediate supervisor: _____

Next higher supervisor: _____

Starting salary: _____ Current salary: _____

Why do you want to leave? _____

May we contact your present employer? Yes ____ No ____

2. Previous job:

Name and address of employer: _____

Employed since: _____

Job title and major duties: _____

Immediate supervisor: _____

Next higher supervisor: _____

Starting salary: _____ Ending salary: _____

Why did you leave? _____

May we contact this employer? Yes ____ No ____

3. Previous job:

Name and address of employer: _____

Employed since: _____

Job title and major duties: _____

Immediate supervisor: _____

Next higher supervisor: _____

Starting salary: _____ Ending salary: _____

Why did you leave? _____

May we contact this employer? Yes ____ No ____

4. Previous job, if within last ten years:

Name and address of employer: _____

Employed since: _____

Job title and major duties: _____

Immediate supervisor: _____

Next higher supervisor: _____

Starting salary: _____ Ending salary: _____

Why did you leave? _____

May we contact this employer? Yes ____ No ____

5. Explain any gaps, of one month or longer, between listed jobs: _____

PERSONAL REFERENCES
(Do not list relatives)

	Name and Occupation	Address	Day Phone Number	Years Known
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

ACCOMMODATIONS

Do you currently have any physical or mental conditions or problems that would interfere with or prevent you from performing, safely, the essential duties of the job(s) for which you are applying?

Yes ____ No ____ If yes, describe: _____

What accommodations, due to physical or mental disabilities, would be required for you to be able to perform fully the essential tasks of the position for which you are applying? _____

PLEASE READ CAREFULLY BEFORE SIGNING

I swear that all of the information contained in this application is true and correct. I understand that all of the information contained in this application is subject to verification by West Goshen Township, and that an investigation may include contacting prior employers, checking my driving records, a credit check, and a criminal records check. I understand that misrepresentation or omission of any facts on this application will cause it to be rejected, or if not discovered until after hire, will subject me to termination.

I understand that as a condition of employment I will be required to successfully pass a drug and alcohol screening test if I am requested to do so. If an offer of employment is made to me, it may be contingent upon my taking and passing a complete physical examination.

I further understand that nothing in this application or in the granting or conducting of an interview or tests is intended to create an employment contract of any kind. No promises regarding employment have been made to me, and I understand that no such promise would be binding upon West Goshen Township unless made in writing and signed by an officer of the Township. Furthermore, I have been notified that the Pennsylvania courts recognize the employment-at-will doctrine. Therefore, I agree that I am employed "at-will", that it is not for any definite period of time, and that my employment may be terminated by me or by West Goshen Township at any time, for any legal reason, with or without notice or progressive discipline.

Date: _____

Signature: _____

THIS PAGE TO BE FILLED OUT BY CANDIDATES FOR SUMMER RECREATION COUNSELOR

INTERVIEW AVAILABILITY

All qualified candidates will be interviewed by the West Goshen Township Park and Recreation Department. Interviews are usually scheduled for late afternoons and may last up to ½ hour. Please list best week for an interview to be scheduled (week beginning no later than April 30): _____

AGREEMENT

If I am accepted for this position, I agree to serve for the full eight (8) week program. I understand and accept that failure to serve for the full eight-weeks without excused absence from the Summer Recreation Coordinator or the Park and Recreation Director may be grounds for immediate dismissal. Proper documentation (i.e., doctor's note, etc.) will be required for any excused absences.

Signature

Date