

Dover Township
 2480 West Canal Road
 Dover, Pennsylvania 17315
 717-292-3634
APPLICATION FOR EMPLOYMENT
 An Equal Opportunity Employer

Name: _____
 Date of Application: _____

Please Print All Information

NAME: _____ **PHONE:** () _____
 Last First Middle Daytime Number

ADDRESS: _____ **PHONE:** () _____
 Street Number Evening Number

_____ Would you prefer to be contacted during
 the day, evening, doesn't matter
 City, State, Zip Code

List the title of the job for which you are applying or indicate the type of work you are interested in.

Are you available for: full time work daytime work temporary, occasional,
 (check all that apply) part time work evening or night work or seasonal work

EDUCATION

Circle highest year completed: Elem. 1 2 3 4 5 6 7 8 High 9 10 11 12 College/Tech 1 2 3 4 5 6

	NAME OF SCHOOL	ADDRESS	YEARS ATTENDED	DID YOU GRADUATE	MAJOR	DEGREE
HIGH SCHOOL						
COLLEGES, UNIVERSITIES OR TECHNICAL SCHOOLS						

List any other training, seminars, correspondence courses, etc. that would have a bearing on your qualifications.

WORK HISTORY

As a minimum, list all jobs and periods of unemployment in the last 10 years, that lasted over 30 days. List all jobs that have a bearing on your qualifications for the work you are applying for, regardless of when they occurred. Include military experience if applicable. Use a blank sheet or an additional form if more space is required. Your current employer will not be contacted without your permission. Start with your present or most recent job.

Current or most recent employer:	Your Job Title:
Address:	Describe Your Duties:
Dates Employed: From To:	
Name of Supervisor:	
Current or Final Pay Rate:	Why Did You Leave (or wish to leave) this job?

<i>Current or most recent employer:</i>	<i>Your Job Title:</i>
<i>Address:</i>	<i>Describe Your Duties:</i>
<i>Dates Employed: From: To:</i>	
<i>Name of Supervisor</i>	
<i>Current or Final Pay Rate:</i>	<i>Why did you leave (or wish to leave) this job?</i>

<i>Current or most recent employer:</i>	<i>Your Job Title:</i>
<i>Address:</i>	<i>Describe Your Duties:</i>
<i>Dates Employed: From: To:</i>	
<i>Name of Supervisor:</i>	
<i>Current or Final Pay Rate:</i>	<i>Why did you leave (or wish to leave) this job?</i>

<i>Current or most recent employer:</i>	<i>Your Job Title:</i>
<i>Address:</i>	<i>Describe Your Duties:</i>
<i>Dates Employed: From: To:</i>	
<i>Name of Supervisor:</i>	
<i>Current or Final Pay Rate:</i>	<i>Why did you leave (or wish to leave) this job?</i>

<i>Current or most recent employer:</i>	<i>Your Job Title:</i>
<i>Address:</i>	<i>Describe Your Duties:</i>
<i>Dates Employed: From: To:</i>	
<i>Name of Supervisor:</i>	
<i>Current of Final Pay Rate:</i>	<i>Why did you leave (or wish to leave) this job?</i>

Check here if more information is attached.

If at any of the previously listed schools or employers you were known by another name, list it here.

Last

First

Middle

Are you able to perform the work of the job for which you are applying? yes no (If no, see supplemental form or attach an explanation of any accommodations needed). The employer will make reasonable accommodations if necessary to enable you to perform a job. The need for a reasonable accommodation will not be a factor in consideration for employment.

QUALIFICATIONS

1. List any licenses or certifications you hold that have a bearing on your qualifications:

2. Have you ever had a license or certification revoked or suspended? yes no If yes, please explain.

3. Have you ever been fired or asked to resign from a job? yes no

4. Are you 18 years of age or older? yes no (If you are under 18, you must present a certificate from your school district stating your eligibility to work.)

5. Are you legally eligible to be employed in the United State of America? yes no (If hired, you will be required to show documentation verifying your eligibility.)

6. Have you ever been convicted of or pled guilty to a crime other than summary offenses or traffic violations? yes no If yes, please explain below. (A conviction will not be a disqualification from employment unless it has a bearing on your qualifications.)

Is there any other information we should be aware of which has a bearing on your qualifications for the work for which you are applying? yes no (If yes, list below or on a separate sheet. Do not volunteer any information about your age, sex, religion, race, national origin, or disability.)

LIST AT LEAST THREE REFERENCES WHO KNOW YOU PERSONALLY AND WHO ARE FAMILIAR WITH YOUR WORK QUALIFICATIONS, AND WHO ARE NOT RELATED TO YOU

	<u>NAME</u>	<u>HOW KNOWN</u>	<u>ADDRESS</u>	<u>PHONE</u>
1.				
2.				
3.				
4.				

I certify that to the best of my knowledge, the information of this form is correct and complete. I understand that any misrepresentation on this application will be cause for me to be removed from further consideration, or if I have been hired, may be grounds for my dismissal.

Signature

Date

Please answer the questions on page 4 only if they are applicable to the type of work you are applying for.