

Application For Employment

HAMPDEN TOWNSHIP
230 S. Sporting Hill Road
Mechanicsburg, PA 17050-3097
(717) 761-0119 or FAX (717) 761-7267

AN EQUAL OPPORTUNITY EMPLOYER

We consider applications for all positions without discrimination with regard to race, religion, national origin, sex, age, marital status, veteran status, or the presence of a non-job related medical condition or disability.

(Please Print or Type)

Name _____
Last First Middle

Address _____
No. Street City State Zip

Telephone Number (Home) _____ (Work) _____

If you are under 18, can you furnish a work permit? Yes No

Are you legally eligible for employment in this country? Yes No
(Proof of US Citizenship or immigration status will be required upon employment)

Answer the following question only after reviewing a description of the job for which you are applying.

Position(s) applied for 1. _____ 2. _____

Type of employment desired? Full-time Part-time Temporary Seasonal

Were you employed by us before? Yes No

If yes, when? _____ On what date would you be available for work? _____
(M/D/Y) (M/D/Y)

Education

	High School				College				Vocational School
	9	10	11	12	1	2	3	4	
Years Completed									
Name & Address									
Major Course of Study									
Diploma/Degree									

Employment Experience

List all present and past employment, beginning with the most recent. If more space is needed, please continue on a separate sheet.

1. Name and Address of Employer _____

Job Title _____

Date of Employment- From (Mo.\Yr.) _____ To (Mo.\Yr.) _____

Supervisor's Name _____

Starting Salary _____ Ending Salary _____

Work Performed _____

Reason for Leaving _____

2. Name and Address of Employer _____

Job Title _____

Date of Employment- From (Mo.\Yr.) _____ To (Mo.\Yr.) _____

Supervisor's Name _____

Starting Salary _____ Ending Salary _____

Work Performed _____

Reason for Leaving _____

3. Name and Address of Employer _____
 Job Title _____
 Date of Employment- From (Mo.\Yr.) _____ To (Mo.\Yr.) _____
 Supervisor's Name _____
 Starting Salary _____ Ending Salary _____
 Work Performed _____

 Reason for Leaving _____

4. Name and Address of Employer _____
 Job Title _____
 Date of Employment- From (Mo.\Yr.) _____ To (Mo.\Yr.) _____
 Supervisor's Name _____
 Starting Salary _____ Ending Salary _____
 Work Performed _____

 Reason for Leaving _____

May we contact the employers or educational institutions listed above? ____ Yes ____ No
 If no, indicate the employers or educational institutions you do not wish us to contact. _____

References

List three persons, not related to you, who have knowledge of your qualifications for the position for which you are applying. Do not repeat names of supervisors listed under employment record.

1. _____
 Name Address Phone No. Occupation

2. _____
 Name Address Phone No. Occupation

3. _____
 Name Address Phone No. Occupation

Miscellaneous

Were you ever convicted of a felony? _____ Yes _____ No

If yes, please explain when, where and the charge _____

(NOTE: Conviction will not necessarily disqualify an applicant for employment.)

Physical examinations, drug testing or other types of pre-employment testing may be required as a condition of employment.

Applicants are invited to attach additional information to this application that will assist Hampden Township in evaluating potential employment.

Thank you for your interest in employment with Hampden Township.

Please Read and Sign Below

I hereby certify that the answers on this application are true and correct and that I understand my misrepresentation or omission of facts on my part will be justification for separation, if employed. I authorize the companies, schools or persons, excluding those listed on page three, to provide information regarding my employment or education. I will not hold Hampden Township, or anyone approved by me accountable concerning their reference.

SIGNATURE

DATE