

Employment Application

Applicant Information

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

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () _____ E-mail Address: _____

Date Available: _____ Desired Salary: \$ _____

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 so, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

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

College: _____ Address: _____

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

Other: _____ Address: _____

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

Computer Knowledge & Experience

Level of Computer Experience: Very Experienced Moderate Experience Not Very Experienced

Software Experience -Please Check All Boxes that you have complete knowledge, skills and experience operating.

Quick Books Peach Tree Accounting Microsoft Word Microsoft Excel Microsoft Access

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: _____

Disclaimer and Signature

Application for Employment Candidate Notice

Important Notices to Candidates

- 1. Accommodation Available for Candidates**
- 2. Penn Forest Township are Equal Opportunity Employers**
- 3. Employment At-Will**
- 4. Application Fraud & Misrepresentation**
- 5. Reference and Background Checking**
- 6. Employment Eligibility Verification**
- 7. Post Offer, Pre-Employment Medical Examination**

Accommodation Available for Candidates

If you require an accommodation for an interview (e.g., for a disability), you are encouraged to contact the Employment Office or the Human Resources Department of the Penn Forest Township to which you are applying in advance of the interview to minimize any potential inconvenience.

Penn Forest Township are Equal Opportunity Employers

It is the policy of Penn Forest Township to provide equal employment opportunities for all qualified individuals; and, to prohibit discrimination in employment on any basis protected by applicable state or federal law, including but not limited to race, color, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition, disability, or veteran status. Penn Forest Township promote equal employment opportunities in all aspects of employment through positive employment policies and practices.

Employment At-Will

If you are offered and accept employment with a Penn Forest Township, your employment will be employment "at-will," which means you may terminate the employer-employee relationship at any time, for any reason or for no reason at all. It also means that the Penn Forest Township that employs you may terminate your employment at any time, with or without notice, for any non-discriminatory reason or no reason at all. If you have any questions regarding employment at-will, please contact the Human Resources Department representative at the Penn Forest Township to which you are applying or intend to apply. Please note that the "at-will" employment relationship at any Penn Forest Township cannot be modified except in a written document signed by the Affiliate's Chief Executive Officer or his or her designee (e.g., a written employment agreement or collective bargaining agreement).

Application Fraud & Misrepresentation

Applying for this job certifies that all information provided on your application form and all other information provided by you in the course of applying for employment with any Penn Forest Township is truthful, complete and accurate.

Please note that if any information provided by you on this or any other application is false, untruthful, or misleading, your application may be rejected. In addition, please note that, upon being hired as an employee of any Penn Forest Township or at anytime thereafter, you may be subject to disciplinary action, up to and including immediate termination of employment, if it is discovered that any information provided by you in the course of applying for or accepting employment with the Penn Forest Township is later found to be false, untruthful, or misleading.

Reference and Background Checking

Applying for this job authorizes the Penn Forest Township to which you are applying to contact any of your schools, your current* and former employers, or other references for the purpose of collecting information and/or obtaining an account of your work experience and skills. Further, by checking this box, you agree to hold any and all of your reference sources harmless and free of any liability for releasing such information. Please note that, if an offer of employment is made, a more extensive background check is part of the employment decision-making process and you will need to sign a "Disclosure and Authorization to Obtain Consumer Report for Employment Purposes" form as part of this pre-employment process.

(* Please note that the point at which your prospective hiring supervisor will contact your current employer may vary; however, this is most commonly done on a pre-employment basis, usually after the initial interview. This practice is very rarely performed on a pre-interview basis. If you have concerns about having your current employer contacted, please communicate those concerns to the person who conducts your initial interview to determine what, if any, alternatives exist.)

Employment Eligibility Verification

All offers of employment by a Penn Forest Township are conditioned on the provision of satisfactory proof of your identity and legal authority to work in the United States. Prior to your first day of employment, you must comply with the requirements of the Immigration and Naturalization Service's Employment Eligibility Verification (Form I-9).

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____