

Application For Employment



Tredyffrin Township is an Equal Opportunity Employer. The Township considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, marital status, military status, sexual orientation, political party affiliation, or disability in accordance with applicable law. The Township complies with all federal, state, and local laws relating to the hiring of employees and the work place, including but not limited to all applicable laws relating to veterans preference.

(PLEASE PRINT)

Position(s) For Which You Are Applying			Date of Application	
Last Name	First Name	Middle Name		
Address	City	State	Zip	
Telephone Number(s)				

Are you at least 18 years of age at the time of application? Yes No

Are you currently employed? Yes No

Have you ever filed an application with us before? Yes No

If Yes, when and for what position? _____

On what date would you be available to work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you ever been convicted of a misdemeanor or felony? Yes No

Conviction may not necessarily disqualify an applicant from employment.

If Yes, please state the violation, court of jurisdiction, and date of conviction _____

Are you able to perform the essential job functions of the position you are applying to with or without reasonable accommodation? Yes No

Do you have any relatives who are currently employed by the Township? Yes No

If Yes, please identify their name(s), relationship to you, and the position for which they work: _____

Employment Experience (Non-Military)

Start with your present or last job and go back at least seven (7) years. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

<i>Employer</i>		<i>Dates Employed</i>		<i>Work Performed</i>
		<i>From</i>	<i>To</i>	
<i>Address</i>				
<i>Telephone Number(s)</i>		<i>Hourly Rate/Salary</i>		
		<i>Starting</i>	<i>Final</i>	
<i>Job Title</i>	<i>Supervisor</i>			
<i>Reason for Leaving</i>		<i>May We Contact this Employer?</i>		

<i>Employer</i>		<i>Dates Employed</i>		<i>Work Performed</i>
		<i>From</i>	<i>To</i>	
<i>Address</i>				
<i>Telephone Number(s)</i>		<i>Hourly Rate/Salary</i>		
		<i>Starting</i>	<i>Final</i>	
<i>Job Title</i>	<i>Supervisor</i>			
<i>Reason for Leaving</i>		<i>May We Contact this Employer?</i>		

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		<i>From</i>	<i>To</i>	
<i>Address</i>				
<i>Telephone Number(s)</i>		<i>Hourly Rate/Salary</i>		
		<i>Starting</i>	<i>Final</i>	
<i>Job Title</i>	<i>Supervisor</i>			
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<i>Telephone Number(s)</i>		<i>Hourly Rate/Salary</i>		
		<i>Starting</i>	<i>Final</i>	
<i>Job Title</i>	<i>Supervisor</i>			
<i>Reason for Leaving</i>		<i>May We Contact this Employer?</i>		

If you need additional space, please continue on a separate sheet of paper.

Military Experience

Have you ever served in the United States Armed Forces?

Yes

No

If Yes, list branch of service _____

and dates of Active Duty Service _____ to _____

What was the classification of your separation?

Are you claiming veterans' preference?

Yes

No

**If Yes, please attach a photostatic copy of your discharge or separation papers.*

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Indicate any foreign languages you can speak, read and/or write.

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business, civic or volunteer activities and offices held.

You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, handicap or other protected status.

Education

List all elementary, junior high and high schools attended.

Name	City	Graduated (Yes/No)

List all colleges, universities, graduate schools and professional schools attended.

Name	City	Dates Attended	Course of Study/Degree Earned

Describe any job-related training, experience or skills acquired from your education.

References

Give the name, address, telephone number and nature of relationship of three references who are not related to you and are not previous employers.

1.

2.

3.

Notice to Applicants Regarding Consumer Reports

Under federal law, a "Consumer Report" means a report which may include information concerning your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living. An "Investigative Consumer Report" is a Consumer Report in which information concerning an individual's character, general reputation, personal characteristics or mode of living is obtained through personal interviews with neighbors, friends, associates, or other. With your consent, Tredyffrin Township may obtain a Consumer Report or an Investigative Consumer Report ("Report") about you and may rely upon information in your Report as one factor when making decisions regarding your employment. In addition to filing this application, you will be asked to fill out an authorization allowing Tredyffrin Township to obtain a Report. Should you become an employee of the Township, the consent form you sign shall authorize the Township to obtain Reports at any time during your term of employment with the Township, and to rely on such Reports when making decisions regarding your future employment with the Township.

Verification of Information

As an applicant for employment with Tredyffrin Township ("Township"), I hereby verify that all information which I have provided in connection with my possible employment by the Township is true and correct to the best of my knowledge, belief and understanding. Further, I understand that any false answers, statements, or representations made in my application, cover letter, resume(s), background check forms or any other documents that I have submitted to the Township in connection with my possible employment are subject to the penalties prescribed by 18 Pa. C.S.A. §4904 relating to unsworn falsification to authorities and shall be considered sufficient cause for denial of employment or discipline up to, and including, termination of employment.

Additionally, I understand that nothing contained in any documents that I have completed as part of the employment application process, or in the granting of an interview, is intended to create an employment contract between Tredyffrin Township and myself for either employment or for the provision of any benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon Tredyffrin Township, unless made in writing by the Township Manager or designee.

Signature of Applicant

Date

Printed Name of Applicant

PHONE:
(610) 644-1400

TREDYFFRIN TOWNSHIP
1100 DUPORTAIL ROAD ♦ BERWYN ♦ PA ♦ 19312

FAX:
(610) 993-9186

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks

Interviewer

Date

Employed Yes No

Date of Employment

Job Title

Hourly Rate/Salary

Department

BY

NAME AND TITLE

DATE

NOTES:
