Harmar Township

Employment Application

Harmar Township is an equal opportunity government. All qualified applicants will be considered without regard to race, color, religion, or national original, ancestry, sex, non-job related disabilities or age (40 and over). All information requested on this application form is solicited for the purpose of determining abilities and skills required for proper job placement and to facilitate verification of the information requested.

INSTRUCTIONS: This application must be completed in its entirety. Please prink in ink. If, because of disability, you need assistance in completing this application form. Please notify the Township Secretary/Treasurer.

Position Applied for: _____

Please check one: ☐ Full-time ☐ Part-time ☐ Volunteer

CONTACT INFORMATION

Name _____
Last First Middle

Street Address _____

City _____ State _____ Zip Code _____

Phone (_____) _____ Cell Phone (_____) _____

IDENTIFICATION INFORMATION

Driver License No. _____ State Issued _____

Class of Driver License (check all that apply) ☐ Class A ☐ Class B ☐ Class C

Driver License expiration date: _____

Are you at least 18 years of age? ☐ Yes ☐ No

If you answered No to the above question, do you have a work permit? ☐ Yes ☐ No

Are you a United States citizen or authorized to work in the United State? ☐ Yes ☐ No
(Proof of citizenship or immigration status will be required upon employment)

HOURS OF EMPLOYMENT

Are you able and willing to over-time? ☐ Yes ☐ No

Are you able and willing to work weekends? ☐ Yes ☐ No

EMPLOYMENT HISTORY (*List all Employers for the last five years and a minimum of your last three employers.)*

Job Title _____ Date of Employment _____ to _____

Employer _____

Address _____

Telephone _____ Supervisor's Name _____

Reason for Leaving _____ Hour Rate/Salary _____

Can we contact this Employer? ☐ Yes ☐ No

Will the Supervisor/Employer provide a positive job reference? ☐ Yes ☐ No

If No to either of the questions above, please explain: _____

_____

Were you:

- Discharged or asked to resign by this Employer? ☐ Yes ☐ No
- Ever disciplined (given a written warning, suspended, denied a pay increase, etc.) by this Employer? ☐ Yes ☐ No
- Ever counseled or warned about excessive absenteeism or tardiness by this Employer? ☐ Yes ☐ No

If Yes to any of the three situations listed above, please explain: _____

_____

Job Title _____ Date of Employment _____ to _____

Employer _____

Address _____

Telephone _____ Supervisor's Name _____

Reason for Leaving _____ Hour Rate/Salary _____

Can we contact this Employer? ☐ Yes ☐ No

Will the Supervisor/Employer provide a positive job reference? ☐ Yes ☐ No

If No to either of the questions above, please explain: _____

_____

Were you:

- Discharged or asked to resign by this Employer? ☐ Yes ☐ No
- Ever disciplined (given a written warning, suspended, denied a pay increase, etc.) by this Employer? ☐ Yes ☐ No
- Ever counseled or warned about excessive absenteeism or tardiness by this Employer? ☐ Yes ☐ No

If Yes to any of the three situations listed above, please explain: _____

_____

Job Title _____ Date of Employment _____ to _____

Employer _____

Address _____

Telephone _____ Supervisor's Name _____

Reason for Leaving _____ Hour Rate/Salary _____

Can we contact this Employer? ☐ Yes ☐ No

Will the Supervisor/Employer provide a positive job reference? ☐ Yes ☐ No

If No to either of the questions above, please explain: _____

_____

Were you:

- Discharged or asked to resign by this Employer? ☐ Yes ☐ No
- Ever disciplined (given a written warning, suspended, denied a pay increase, etc.) by this Employer? ☐ Yes ☐ No
- Ever counseled or warned about excessive absenteeism or tardiness by this Employer? ☐ Yes ☐ No

If Yes to any of the three situations listed above, please explain: _____

_____

Job Title _____ Date of Employment _____ to _____

Employer _____

Address _____

Telephone _____ Supervisor's Name _____

Reason for Leaving _____ Hour Rate/Salary _____

Can we contact this Employer? ☐ Yes ☐ No

Will the Supervisor/Employer provide a positive job reference? ☐ Yes ☐ No

If No to either of the questions above, please explain: _____

_____

Were you:

- Discharged or asked to resign by this Employer? ☐ Yes ☐ No
- Ever disciplined (given a written warning, suspended, denied a pay increase, etc.) by this Employer? ☐ Yes ☐ No
- Ever counseled or warned about excessive absenteeism or tardiness by this Employer? ☐ Yes ☐ No

If Yes to any of the three situations listed above, please explain: _____

_____

Please use additional pages 2/3 if necessary.

EDUCATION

Institution Name		Graduate (Y/N)	Degree/Field
High School			
College/University			
Specialized Training			
Other Education			
If you did not graduate from high school, did you obtain a GED? ☐ Yes ☐ No			

MILITARY

Branch of Service _____ Length of Service _____

Rank at Separation _____ Type of Discharge _____

Active Reserve ☐ Yes ☐ No Reserve Requirements _____

Specialized Training _____

OTHER QUALIFICATIONS

Describe the types of equipment you have experience in operating?

_____

_____

_____

_____

List any trade, professional, or skill certificates that you have:

_____

_____

_____

Summarize special skills, abilities, or experiences which qualify you for this position:

_____

_____

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_____

BACKGROUND INFORMATION

Have you been charged with a crime within the past three (3) years? ☐ Yes ☐ No If yes, please provide the following information:				
Charged Offense	**City/County**	**State**	**Date**	**Disposition of Case**
Have you ever been convicted of a crime? ☐ Yes ☐ No If yes, please provide the following information:				
NOTE: Criminal convictions are not necessarily a bar to being hired. All relevant circumstances will be considered.				

TRAFFIC/DRIVING RECORD

List all traffic citations and accidents that you were involved in within the last three (3) years (excluding parking tickets).			
Charged Offense	**Location of Incident**	**Date of Incident**	**Fault Found?**
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No

REFERENCES

List three (3) references other than relatives			
Name	**Address**	**Telephone**	**Relationship**

CERTIFICATION/AUTHORIZATION AND AGREEMENT

I certify that the information supplied by me on this application form and in my resume, if any, is true and complete and does not contain and falsifications, omissions, or concealments of material fact.

- I authorize Harmar Township to investigate the truth of this information and of any other information I may supply during a preliminary interview.
- I further authorize Harmar Township to investigate my criminal history and other aspects of my personal history, including my character and general reputation.

I understand and agree that Harmar Township's acceptance of this application does not constitute any promise, express or implied, that I will be selected for hiring.

I understand that Harmar Township does not guarantee employment for any specific length of time. I agree that if I am employed, my employment may be terminated either by me or Harmar Township at any time.

I understand and agree that any offer of employment that Harmar Township may make to me will be contingent upon my submission of evidence verifying that I am authorized to work in the United State and may be contingent upon my taking and passing a physical examination and drug tests.

I certify that I am not a party to any contract or other obligation which would limit, interfere with or restrict my ability to work for Harmar Township.

I hereby acknowledge that I have read this section of the application and fully understand the meaning and effect of signing this form.

_____

Name/Print Signature Date

HARMAR TOWNSHIP IS AN EQUAL OPPORTUNITY GOVERNMENT

HARMAR TOWNSHIP * ALLEGHENY COUNTY * 701 Freeport Road * Cheswick, PA 15024
(724) 274-4550