

# ***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 print 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 work 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? <input type="checkbox"/> Yes <input type="checkbox"/> No  |                                   |
| Will the Supervisor/Employer provide a positive job reference? <input type="checkbox"/> Yes <input type="checkbox"/> No   |                                   |
| If No to either of the questions above, please explain: _____   |                                   |
| _____   |                                   |
| Were you:   |                                   |
| <ul style="list-style-type: none"><li>• Discharged or asked to resign by this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No</li><li>• Ever disciplined (given a written warning, suspended, denied a pay increase, etc.) by this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No</li><li>• Ever counseled or warned about excessive absenteeism or tardiness by this Employer?<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li></ul> |                                   |
| 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? <input type="checkbox"/> Yes <input type="checkbox"/> No  |                                   |
| Will the Supervisor/Employer provide a positive job reference? <input type="checkbox"/> Yes <input type="checkbox"/> No   |                                   |
| If No to either of the questions above, please explain: _____   |                                   |
| _____   |                                   |
| Were you:   |                                   |
| <ul style="list-style-type: none"><li>• Discharged or asked to resign by this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No</li><li>• Ever disciplined (given a written warning, suspended, denied a pay increase, etc.) by this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No</li><li>• Ever counseled or warned about excessive absenteeism or tardiness by this Employer?<br/><input type="checkbox"/> Yes <input type="checkbox"/> No</li></ul> |                                   |
| 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<br>(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             | <input type="checkbox"/> Yes <input type="checkbox"/> No | Reserve Requirements _____ |  |
| Specialized Training _____ |  |                            |  |

## OTHER QUALIFICATIONS

|  |
|--|
| <p>Describe the types of equipment you have experience in operating?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>List any trade, professional, or skill certificates that you have:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Summarize special skills, abilities, or experiences which qualify you for this position:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
|--|

## BACKGROUND INFORMATION

| Have you been charged with a crime? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No                          |             |       |      |                     |
| If yes, please provide the following information:  |             |       |      |                     |
|  |             |       |      |                     |
|  |             |       |      |                     |
|  |             |       |      |                     |
| <i>NOTE: Criminal convictions are not necessarily a bar to being hired. All relevant circumstances will be considered.</i> |             |       |      |                     |

## 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?   |
|   |                      |                  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|   |                      |                  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|   |                      |                  | <input type="checkbox"/> Yes <input type="checkbox"/> 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 is true and complete and to the best of my knowledge does not contain and falsifications, omissions, or concealments of material fact.

I understand any false statements provided by me on this application shall be grounds for dismissal.

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. For these purposes, I have provided (below) the essential information to complete said tasks.

Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_

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 Harmar Township is an Equal Opportunity Employer 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.

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Name/Print

Signature

Date

HARMAR TOWNSHIP IS AN EQUAL OPPORTUNITY GOVERNMENT  
HARMAR TOWNSHIP \* ALLEGHENY COUNTY \* 701 Freeport Road \* Cheswick, PA 15024  
(724) 274-4550