

MERCER COUNTY

# SPRINGFIELD

==== TOWNSHIP, EST 1805 ====

406 Old Ash Road  
Mercer PA 16137

Springfield Township is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, religion, national origin, genetic status, ancestry, sex, non-job related disabilities or age. All information requested on this application form is solicited for the purpose of determining the 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. All required documents must be attached. Please print in ink or type. If, because of disability you need assistance in completing this application form, please notify the Township.

**Application for:** \_\_\_\_\_ **PLEASE CHECK ONE:**  FULL-TIME  PART-TIME

NAME	LAST	FIRST	MIDDLE
STREET ADDRESS		CITY	STATE
			ZIP CODE
PHONE NUMBER(S)			

Are you at least 21 years old?  YES  NO

Are you a United States citizen or authorized to work in the United States?  
(Proof of citizenship or Immigration status will be required upon employment)  YES  NO

Have you ever had your driver's license suspended or revoked?  
(If yes, please explain on a separate piece of paper)  YES  NO

Do you claim a Veteran's preference?  YES  NO

May we contact your employer?  
If no, please identify someone familiar with your performance for your current employer that we may contact.  YES  NO

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor?  
If yes, explain: \_\_\_\_\_  YES  NO

\_\_\_\_\_  
\_\_\_\_\_

CONTROL NUMBER:

(Note) No applicant will be denied employment solely on the grounds of a criminal conviction. The nature of the crime, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may be a factor in hiring. You will be notified if your conviction is a factor in deciding whether to hire you.

**EMPLOYMENT HISTORY – Use additional sheets, if necessary**

List all employment for the past ten years, beginning with current or most recent position.		
Employer	Dates Employed From:                      To:	Job Title
Address	Description of Duties	
Supervisor's Name		
Supervisor's Phone number	Reason for Leaving	
Hourly Rate/Salary Starting:                      Ending:		
Will this supervisor give a good job reference? If no, explain: _____		<input type="checkbox"/> YES <input type="checkbox"/> NO
Discharged or asked to resign by this employer?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Ever disciplined (given written warning, suspended, denied a pay increase, etc...) by this employer?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Ever counseled or warned about excessive absenteeism or tardiness by this employer?		<input type="checkbox"/> YES <input type="checkbox"/> NO
IF yes to any of the above, please explain: _____ _____		

List all employment for the past ten years, beginning with current or most recent position.		
Employer	Dates Employed From:                      To:	Job Title
Address	Description of Duties	
Supervisor's Name		
Supervisor's Phone number	Reason for Leaving	
Hourly Rate/Salary Starting:                      Ending:		
Will this supervisor give a good job reference? If no, explain: _____		<input type="checkbox"/> YES <input type="checkbox"/> NO
Discharged or asked to resign by this employer?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Ever disciplined (given written warning, suspended, denied a pay increase, etc...) by this employer?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Ever counseled or warned about excessive absenteeism or tardiness by this employer?		<input type="checkbox"/> YES <input type="checkbox"/> NO
IF yes to any of the above, please explain: _____ _____		



## REFERENCES

Please list five references other than relatives or former employers		
Name / Address	Phone Number	Relationship

### THE FOLLOWING DOCUMENTS MUST BE ATTACHED TO THIS APPLICATION;

- (1) Copy of a valid driver's license, (2) Verification of Military Service and Honorable Discharge (DD-214),
- (3) Copy of any relevant certificates and additional training certificates.

### CERTIFICATION, AUTHORIZATION AND AGREEMENT

"I certify that the information supplied by me on this application form is true and complete and does not contain any falsifications, omissions or concealments of material fact that may result in the rejection of my application or termination from employment. I authorize the Township to investigate the truth of this information and of any other information I may supply during a pre-employment interview. I further authorize every school, employer, person and agency identified by me on this form to release any and all verifying information the Township may solicit from it or them. I further authorize the Township to investigate my criminal history and other aspects of my personal history including my character and general reputation."

"I hereby release all law enforcement agencies, my former employers, all educational institutions and programs and every other person identified by me on this application from any liability for any damage or injury to me arising out of the release of information requested by the Township."

"I understand and agree that the Township's acceptance of this employment application does not constitute any promise, expressed and implied, that I will be hired. I further understand that the Township does not guarantee anyone employment for any specific length of time. I therefore agree that, if I am hired, my employment may be terminated by either me or the Township at any time without cause."

"I further understand that any offer of employment the Township may make to me (and if I am hired, my continued employment) will be contingent upon my submission of evidence verifying that I am authorized to work in the United States and may be contingent upon my taking and passing physical examinations, psychological examinations and drug tests."

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

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_