

WEST HANOVER TOWNSHIP EMPLOYMENT APPLICATION

7171 Allentown Blvd., Harrisburg, PA. 17112
717-652-4841 www.westhanover.com

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 West Hanover Township is an equal opportunity employer. It is our policy that all applicants be considered solely on the basis of qualifications & ability without regard to race, religion, color, sex, age, national origin, disability or veteran status.

Date: _____ Name: _____

Permanent Address: _____

Preferred Contact Number: _____ 2nd Contact Number: _____

Email: _____ Social Security Number: _____

Referred By: _____ Are you 18 years of age or older? **YES** **NO**

EMPLOYMENT DESIRED: _____ Salary Expected: _____

Position / Opening Applied for: _____ Date Available to Start: _____

Are you currently employed: **YES** **NO** Have you applied to West Hanover Township before? **NO** **YES**

If yes, when? _____

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EDUCATION:

	Name & Location	Last Year Completed	Did you graduate?	Subject/ Degree(s)
High School		12 11 10 09	Yes No	
College		1 2 3 4 post	Yes No	
Trade/ Technical/ Business School		1 2 3 4	Yes No	

List Graduate degrees or other training/ certifications: _____

Subjects of special study/ research, etc. _____

Job Related Skills (typing, drivers license, special training, etc.) _____

Activities & Interests: _____

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Employment History: list your last four (4) employers, starting with the most recent and working backwards.

DATE FROM – DATE TO	NAME, ADDRESS, # OF EMPLOYER	POSITION	SUPERVISOR'S NAME	REASON FOR LEAVING

May we contact your present employer? YES NO

May we contact your past employer(s)? YES NO

Please account for any periods of time of unemployment, other than school or military service: _____

Provide any additional comments for positions held: _____



REFERENCES:

Please list below three (3) references that you are NOT related to, that you have known at least one (1) year.

NAME	CONTACT INFO	RELATIONSHIP	YEARS ACQUAINTED

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MILITARY SERVICE:

Present Selective Service Status: None Active Inactive Reserve Status: None Active Inactive

Dates of service (from-to) _____ Highest Rank: _____

Duties: _____

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How were you informed of the position opening at West Hanover Township?

- ❖ College Placement Office _____
- ❖ Acquaintance _____
- ❖ Newspaper Job Announcement _____
- ❖ Internet Job Announcement _____
- ❖ Private Employment Agency _____
- ❖ Other _____

AUTHORIZATION:

By signing this application, I certify: that this application is complete and accurate to the best of my knowledge and that I have not made any attempt to conceal information and that falsification could be cause for dismissal. Further, West Hanover Township, or its officers or agents may request employment information from my previous employers and persons or corporations who provide information related to my previous employment and will be released from any liability or damage. Also, I agree if required to undergo a medical examination by a Township designated physician and understand that medical approval must be obtained before employment can be effected. I have noted that West Hanover Township is an Equal Opportunity Employer and all applicants receive lawful consideration for employment without regard to race, religion, color, sex, age, national origin, disability, veteran status. I realize that if I am hired, West Hanover Township reserves the right to terminate my employment whenever the need arises.

Date: _____ Signature: _____

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Township Use Only:

Interviewed By: _____ Remarks: _____

INS Form I-9 Completed? YES NO

Hired for Position? YES NO