

West Deer Township is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, religion, national origin, ancestry, sex, disabilities, or age (40 and over). Reasonable accommodations for the needs of otherwise qualified applicants with disabilities will be made upon request. 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. All information is subject to verification. Any omissions or erroneous statements may be cause for rejection of this application, removal from eligibility, or discharge from employment. Please type or print in ink. If, because of a disability, you need assistance completing this application, please notify the Township Office at 724.265.3680.

Applicant Information

Position applied for: Full-Time Part-Time

Name: Last First Middle

Address: City State Zip

Length of Residence: E-mail:

Cell Phone: Home Phone:

Driver's License Number/State:

Social Security Number:

Are you at least 18 years old? Yes No
If no, do you have a work permit? Yes No

At the time of hire, will you be able to demonstrate that you are legally authorized to work in the United States? Yes No
(Proof of authorization will be required upon employment.)

Have you ever been employed by West Deer Township? Yes No
Dates: Department: Position:

Do you have friends or relatives working for West Deer Township? Yes No
If yes, state name & relationship

May we contact your current employer? Yes No
If no, please identify someone familiar with your performance for your current employer whom we may contact. Name: Phone Number:

Can you work: Yes No

Evenings? Yes No

Nights? Yes No

Weekends? Yes No

Education			
Last High School Attended Name:	Highest grade completed: (mark one)	Do you have a High School Diploma or G.E.D. certificate?	
Location:	9 10 11 12	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Colleges, universities, trade or technical schools or apprenticeship programs:			
Name	Location	Number of years/months attended	Degree, credits, certificates or licenses earned
Military			
Branch of Service:	Length of Service:	Rank at Separation:	
Specialized Training:			
Other Qualifications			
Describe the types of equipment you are capable of operating (machines, vehicles, computers, etc.).		List any trade, professional or skills certificates you hold.	
Summarize special skills, abilities or experiences which qualify you for this position.			
Background			
Have you ever been convicted of a crime other than a traffic violation? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, explain:			
NOTE: Criminal convictions are not necessarily a bar to employment; all relevant circumstances will be considered.			

References

Please list three references other than former employers or relatives

Name/Address:	Phone Number:	Relationship:

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. I authorize West Deer Township to investigate the veracity 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 I identified in this form to release any and all verifying information West Deer may solicit. I further authorize West Deer Township to investigate my criminal history and other aspects of my personal history, including my character and general reputation. If my application is denied in whole or in part because of information contained in a criminal history records report, West Deer will so advise me.

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

I understand and agree that West Deer Township's acceptance of this employment application does not constitute any promise, express or implied, that I will be hired. I further understand that West Deer 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 by West Deer at any time within the constraints of any federal, state, or local law, and/or any existing and applicable bargaining agreements.

I further understand and agree that any offer of employment West Deer 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 on my passing a pre-employment substance abuse screen and a pre-employment health examination if requested. I understand that failure to pass required substance abuse screens or health examinations may result in the withdrawal of an offer of employment.

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 West Deer 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."

Signature of Applicant:	Date:
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West Deer Township
109 East Union Road
Cheswick, PA 15024
724.265.3680

Revised 1/29/2016