

APPLICATION FOR EMPLOYMENT

**WEST LEBANON TOWNSHIP
322 NORTH 22ND STREET
LEBANON, PA. 17046**

West Lebanon Township is an Equal Opportunity Employer. Federal and Pennsylvania laws, as well as West Lebanon Township policies, prohibit discrimination in employment because of race, color, ancestry, national origin, disability, age, sex, lifestyle, or religion. No question on this application is intended to discriminate against any applicant based upon any of these protected characteristics.

**** PLEASE PRINT ALL INFORMATION IN INK ****

Name of Position _____ Date of this Application _____

How did you learn about us?

Advertisement Friend Walk-in Employment Agency Relative Other

PERSONAL INFORMATION

Last Name	First Name	Middle Name
Address	Street/Box	City State Zip Code
Telephone Number (s)		Social Security Number
In case of emergency, please notify		Telephone Number

Have you ever worked for the County of Lebanon before? Yes No. If yes, give date _____

The requirement age is 21. Are you over the age of 21? Yes No

Are you legally eligible for employment in this country? Yes No

Have you filed an application or interviewed with us before? Yes No. If yes, give date _____

Are you currently employed? Yes No. On what date would you be available for work? _____

Are you available to work; Full Time Part Time Casual Summer

Salary/Rate of pay desired; _____ per hour.

Were you ever employed/attended school under another name? Yes No. If yes, please list pervious names _____

Have you ever been convicted of or under investigation for a felony? Yes No. If yes, please indicate when, where, and disposition of the offence _____

EDUCATION

Name of School and Address	Years Completed (Circle) Highest	Major/Course of Study	Degree (if Applicable)
Elementary School	4 5 6 7 8		
High School	9 10 11 12		
Undergraduate College	1 2 3 4		
Graduate College	1 2 3 4		

Do you possess a GED certificate in lieu of completing high school? Yes No

Do you possess all of the required current licenses or certificates to perform your job, and could you show them if asked?
 Yes No

Describe any special training, skills, or extra-curricular activities; _____

Can you speak or write any language other than English? Yes No. If so, name them. _____

Please rate your fluency in this language: Very Fluent Some Knowledge Little Knowledge

Do you have experience operating any of the following office machines? Computer Fax Machine Other

Do you have experience operating any of the following vehicles? Snow Plow Front-end Loader Dump truck

Are you presently a member of the National Guard or Reserves? Yes No

Were you once a member of the U.S. Military Service? Yes No. If so, indicate type of discharge _____

Can you perform the essential functions of this job you are applying for with reasonable accommodations? Yes No

Can you meet the attendance requirements of this position? Yes No

EMPLOYMENT EXPERIENCE

Start with your present or most recent job. Include any job-related military service assignments and volunteer activities. Attach additional sheets if necessary to provide a complete job history. Use the comment section below to explain any gaps in employment or to provide any other information.

Current or most recent employer	Telephone ()	Dates Employed	Summarize the type of work performed and job responsibilities
Address		From To	
Job Title		Starting Hourly Rate/Salary	
Immediate Supervisor and Title		\$ per	
Reason for Leaving		Final Hourly Rate/Salary	
May we contact for reference YES NO LATER		\$ per	
Second Last Employer	Telephone	Dates Employed	Summarize the type of work performed and job responsibilities
Address		From To	
Job Title		Starting Hourly Rate/Salary	
Immediate Supervisor and Title		\$ per	
Reason for Leaving		Final Hourly Rate/Salary	
May we contact for reference? YES NO LATER		\$ per	

Third Last Employer	Telephone ()	Date Employed	Summarize the type of work performed and job responsibilities
Address		From To	
Job Title		Starting Hourly Rate/Salary	
Immediate Supervisor and Title		\$ per	
Reason for Leaving		Final Hourly Rate/Salary	
May we contact for reference? YES NO LATER		\$ per	
Fourth Last Employer	Telephone	Date Employed	
Address		From To	
Job Title		Starting Hourly Rate/Salary	
Immediate Supervisor and Title		\$ per	
Reason for Leaving		Final Hourly Rate/Salary	
May we contact for reference? Yes NO LATER		\$ per	

COMMENTS (including explanation of any gaps in employment)

SKILLS AND QUALIFICATIONS (Summarize any special training, skills, licenses, and qualification acquired from employment or other experience)

REFERENCE

List the name, address, telephone number of three **business/work references** who are **not related** to you and are **not previous supervisors**. If not applicable, list three school or personal references who are **not related** to you.

Name	Address	Phone Number	Years Known

APPLICATE'S STATEMENT

I authorize investigations of all statements contained in this application. I understand that misrepresenting or omission of facts called for is cause for dismissal. I hereby authorize the above-named references, employers, or previous employers, and educational institutions to furnish West Lebanon Township with any information they may have concerning me and do hereby release those same Parties and West Lebanon Township from all liabilities for any damage or claim whatsoever incurred in furnishing such information.

Signature _____ Date _____

West Lebanon Township will keep this application for **6 month**. After that time, it will be necessary to submit another application.

PLEASE DO NOT WRITE BELOW THIS LINE

FOR WEST LEBANON TOWNSHIP USE ONLY

Date application received _____ Source _____

Arrange interview; _____ No _____ Yes _____ When _____