

EDUCATION AND TRAINING

School Name	Address	Degree or Equivalency	Major Studies
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High School _____

Business or Trade _____

College _____

Do you possess a Commercial Driver's License? _____ If so, what class? _____

Other (Specify)

Special Qualifications: include technical and professional licenses, academic and professional awards etc. that are relevant to the position you are applying for.

MILITARY

Have you ever served in the U. S. Armed Forces (including the U. S. Reserves or a State Guard organization)? Yes No. If yes, complete the following:

Rank/grade and service number: _____

Service and component: _____

Organization and station or unit and address: _____

Current Status: _____

Do you claim Veteran's Preference? Yes No

If yes, attach a copy of your discharge papers or separation papers (DD Form 214), if any.

While in the military service were you ever convicted of a crime graded as misdemeanor or felony? Yes No.

If yes, please provide the type of court or court martial, charge and action taken for each incident.

List duties performed in service _____

Military Awards _____

EMPLOYMENT RECORD

List all present and past employment beginning with most recent first.

Last or Present Employer _____ From _____ To _____

Address _____ Type of Business _____

Phone _____ Salary: _____
(Area Code) (Number) (Starting) (Last

Name and Title of Supervisor _____

Your Job Title _____ Reason for Leaving _____

Briefly describe the nature and duties of your position: _____

Employers Name _____ From _____ To _____

Address _____ Type of Business _____

Phone _____ Salary: _____
(Area Code) (Number) (Starting) (Last

Name and Title of Supervisor _____

Your Job Title _____ Reason for Leaving _____

Briefly describe the nature and duties of your position: _____

Employers Name _____ From _____ To _____

Address _____ Type of Business _____

Phone _____ Salary: _____
(Area Code) (Number) (Starting) (Last

Name and Title of Supervisor _____

Your Job Title _____ Reason for Leaving _____

Briefly describe the nature and duties of your position: _____

Employers Name _____ From _____ To _____

Address _____ Type of Business _____

Phone _____ Salary: _____
(Area Code) (Number) (Starting) (Last

Name and Title of Supervisor _____

Your Job Title _____ Reason for Leaving _____

Briefly describe the nature and duties of your position: _____

May we contact your Present Employer? _____

Have you ever been dismissed or asked to resign from any position? _____

If yes, give details in space

provided. _____

UNEMPLOYMENT RECORD

Account for periods of unemployment of one month duration or more in the past 5 years.

From Month	Year	To Month Year	Reason for Unemployment
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever been convicted of or entered a plea of guilty or no contest to any felony or misdemeanor?
If yes, give details below in space provided (Excluding minor traffic violations) (Criminal record will not necessarily exclude you from employment) Yes No If yes, please explain below.

If employed, what length of time do you expect to reside in this area? _____

REFERENCES

Do not list relatives, only persons who can provide employment, education or character references:

Name _____ Occupation _____

Address _____ Phone _____
Home _____
Office _____

Name _____ Occupation _____

Address _____ Phone _____
Home _____
Office _____

Name _____ Occupation _____

Address _____ Phone _____
Home _____
Office _____

Use this space to describe your interest in the position, to summarize any additional information necessary to describe your full qualifications, and to explain answers to previous questions as noted above.

PUBLIC WORKS DEPARTMENT APPLICANTS ONLY

Do you have a Pennsylvania Drivers License? Yes No

Have you had any past experience in driving a Truck? Yes No

If yes, state experience and type of truck _____

Have you had any past experience in driving or operating heavy equipment? Yes No

If yes, state experience and type of equipment _____

Are you willing to work odd hours, for example 2 a.m. to 10 a.m.? Yes No

Will you be available at any hour for emergency work? Yes No

Can you be conveniently reached by telephone? Yes No

How many miles do you live from State College? _____

Do you understand that this job requires outside work in all kinds of weather, such as rain, snow, sleet as well as hot and cold weather? Yes No

Are you willing to perform all types of physical labor including pick and shovel work, sewer cleaning, snow removal etc.? Yes No

If you have been provided a job description, are you able to perform the essential functions of the job with or without accommodations? Yes No

Applicant's Statement

I authorize the Township to investigate my work, criminal and personal history and verify all data given on this application, or related papers or in interviews. I authorize all individuals and employers named herein (except my current employer if so noted) to provide any information requested about me, and I release them from all liability for damages in providing this information. I certify that answers given herein are true and complete to the best of my knowledge. I understand that if employed, false statements on this application shall be sufficient cause for dismissal. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that an offer of employment may be contingent upon satisfactory completion of a pre-employment physical examination, which shall be considered only in compliance with the Federal Rehabilitation Act and the Pennsylvania Human Relations Act, and that any information received from such an examination shall be considered by the employer to be a confidential medical record and treated as such.

I understand that this employment application shall be considered valid for a period of time not to exceed ninety (90) days. If I still desire a position with Ferguson Township after this employment application expires, it will be my duty to complete a new employment application and file it with the Township. I hereby understand and acknowledge that, unless otherwise defined by applicable law or collective bargaining agreement, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. (The Employer does not make employment decisions, including hiring, promotion, discipline or termination based on race, color, religion, gender, national origin, age, disability, marital status or in retaliation for making an employment discrimination claim or utilizing statutorily protected or case law protected rights .) In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that I am required to abide by all rules and expectations that Ferguson Township has for its employees.

Signature of Applicant _____ Date _____

THANK YOU FOR APPLYING FOR EMPLOYMENT WITH FERGUSON TOWNSHIP

PLEASE NOTE: This Employment Application can be printed from our website at www.twp.ferguson.pa.us

Ferguson Township Employment Application

WE ARE AN EQUAL OPPORTUNITY EMPLOYER