PLYMOUTH TOWNSHIP
PLYMOUTH MEETING, PENNSYLVANIA 19462

Application for Employment

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities. Plymouth Township is an equal opportunity employer and does not discriminate on the basis of race, sex, color, religion, national origin, ancestry, age or disability status. This list, however, is not exhaustive of the grounds on which discrimination is prohibited.

PERSONAL INFORMATION

Name _____ _____
Last *First* *Middle*

Address _____
Street *City* *State* *Zip*

Home Phone _____ Mobile Phone _____

Email _____

List any relatives working for Plymouth Township: _____

Are you legally eligible for employment in the U.S.A.? ☐ Yes ☐ No If hired, you are required to submit proof of your eligibility to work in the U.S.A.

Are you 18 years or older? ☐ Yes ☐ No If no, hire is subject to verification that you are of minimum legal age to work.

Have you ever been convicted of a crime? ☐ Yes ☐ No
(Convictions will not necessarily disqualify an applicant.)

If yes, please explain. _____

Have you ever received a Founded Report, a Founded Report for School Employee, an Indicated Report or an Indicated Report for School Employee under the PA Child Protective Services Law?
☐ Yes ☐ No
If yes, please explain and attach a copy of the Report. _____.

EMPLOYMENT DESIRED

Position(s) _____ Date you could start? _____

Are you able without accommodation to perform all of the functions of the job for which you are applying?

☐ Yes ☐ No

Are you able with accommodation to perform all the functions of the job for which you are applying?

☐ Yes ☐ No

How did you learn about the position(s)?

☐ Newspaper Advertisement ☐ Referred by
☐ Internet
☐ Other _____

Are you employed now? _____ If so, may we inquire of your present employer? _____

Have you applied for a job at Plymouth Twp before? _____ When? _____

COMMERCIAL DRIVER'S LICENSE (CDL): If you are applying for a position, which requires a CDL, you must authorize the Township to investigate your safety performance history.

U.S. MILITARY SERVICE: If you had service in the U.S. Armed forces, which would be job-related to the position for which you are applying, please indicate your military work experience. _____

_____

What type of discharge did you receive (DOD Form 214)? _____

NON-PA RESIDENT: If you are a non-resident, you must submit with your application a Report of Federal Criminal History Information as well as a full set of fingerprints to the Pennsylvania Department of Public Welfare, which will submit those fingerprints to the Federal Bureau of Investigation in order to obtain a Report of Federal Criminal History Information. Although you may submit a copy of the required information with this job application, you must produce the original documents prior to employment.

EDUCATION

	Name & Location of School	No. Yrs. Attended	Did You Graduate?	Major Course Of Study
High School				
College				
Trade, Business or Correspondence School				

Please describe additional skills, training, or ability you would like to have us consider in evaluating your qualifications:

_____

_____

FORMER EMPLOYERS (List below your last four employers, starting with current employer)

Company/Firm: _____ Address: _____ _____ Supervisor: _____	(Mo/Yr.) From: _____ To: _____ _____ Rate of Pay Start Finish _____ _____	Job Title: _____ Duties: _____ Reason for Leaving: _____ _____
Company/Firm: _____ Address: _____ _____ Supervisor: _____	(Mo/Yr.) From: _____ To: _____ _____ Rate of Pay Start Finish _____ _____	Job Title: _____ Duties: _____ Reason for Leaving: _____ _____
Company/Firm: _____ Address: _____ _____ Supervisor: _____	(Mo/Yr.) From: _____ To: _____ _____ Rate of Pay Start Finish _____ _____	Job Title: _____ Duties: _____ Reason for Leaving: _____ _____
Company/Firm: _____ Address: _____ _____ Supervisor: _____	(Mo/Yr.) From: _____ To: _____ _____ Rate of Pay Start Finish _____ _____	Job Title: _____ Duties: _____ Reason for Leaving: _____ _____

REFERENCES (Give the names of three persons not related to you whom you have known at least one year.)

Name	Telephone	Occupation	Years Acquainted
(1)			
(2)			
(3)			

AVAILABILITY – Part-time Applicants Only: Place check (x) marks in boxes below to indicate the times each day you are available and interested in part-time employment.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mornings	☐	☐	☐	☐	☐	☐	☐
Afternoons	☐	☐	☐	☐	☐	☐	☐
Evenings	☐	☐	☐	☐	☐	☐	☐

Additional Remarks: _____

_____

_____

****

I hereby give Plymouth Township the right to make a thorough investigation into my previous employment, education and references; and I release from all liability all persons, companies, and corporations supplying such information. I hereby release, indemnify and hold harmless Plymouth Township and its appointed and elected officials, officers, employees, agents and other representatives, and their heirs, executors, administrators, successors and assigns of and from any and all claims, causes of action, suits, liability and/or damages, direct and/or indirect, arising from making such an investigation.

I understand that as a prospective employee of Plymouth Township there will be a background investigation, including credit checks, PA and federal criminal background checks, child abuse history clearance and motor vehicle records. I hereby agree to this investigation.

I understand that if I am employed for a position which has a significant likelihood of regular contact with children in the form of care, guidance, supervision or training, I shall apply for a fingerprint-based federal criminal history check processed by the Federal Bureau of Investigation and a Pennsylvania Child Abuse History Clearance form (CAHC) under the PA Child Protective Services Law, 23 Pa. C.S.A. Ä6301 *et seq*., as amended. I shall provide Plymouth Township with a copy of the federal criminal history check, CAHC and any reports received. I hereby release, indemnify and hold harmless Plymouth Township and its appointed and elected officials, officers, employees, agents and other representatives, and their heirs, executors, administrators, successors and assigns of and from any and all claims, causes of action, suits, losses, liabilities, deaths, and/or damages, direct and/or indirect, arising from my filing a federal criminal history check and/or CAHC and/or Plymouth Township receiving and acting upon such information.

I understand that all offers of employment are made, reserving the right to the Township to discharge the employee if no federal criminal history and/or child abuse history clearance is obtained.

I understand also that, if the position to which I am applying requires a Commercial Driverôs License (CDL), Plymouth Township will investigate my safety performance history. I hereby agree to this investigation.

I understand that a medical examination would be required if an offer of full time employment were extended. I understand too that by signing this application I consent to the medical examination, including an urinalysis/drug screen.

I understand that any false answer, statement or representation made by me in this application shall constitute sufficient cause for discharge. I also understand that nothing contained in this employment application or granting of an interview is intended to create an employment contract between Plymouth Township and myself for either employment or for the granting of benefits. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon Plymouth Township unless made in writing. If an employment relationship is established, I understand and agree that it is not for a definite period of time and that I have the right to terminate my employment at any time and that Plymouth Township retains a similar right.

I understand that, if accepted for employment, it is necessary to abide by the rules and policies of Plymouth Township and that I shall be on probation before being considered a regular employee.

_____ _____

Signature of Applicant (Please print, sign and date. Electronic signature not accepted.) Date

(2016)