

EMPLOYMENT APPLICATION

West Brandywine Township
198 Lafayette Road
West Brandywine, PA 19320



Applications are considered without regard to race, color, religion, gender, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

PERSONAL INFORMATION:

Date: _____ Available Start Date: _____

Full Time Part Time

Name: _____

Street Address 1: _____

Street Address 2: _____ Phone: _____

City/State/Zip: _____

Email Address: _____

Position Applied For: _____

Desired Salary: _____

Have you ever been convicted of or charged with a felony or misdemeanor: Yes No

If yes, please explain details in full, including dates, details of offense(s) charged, jurisdiction and disposition of case:

Do you hold a valid drivers license? Yes No

Are you of legal job age? Yes No

EMPLOYMENT/WORK EXPERIENCE: Start with your present or most recent position. Include military service assignments and volunteer activities. Exclude organization names that indicate race, color, religion, sex or national origin.

➤ Employer: _____
Job Title: _____ Supervisor: _____
Street Address: _____
City/State/Zip: _____ Phone: _____
Describe Duties/Responsibilities/Accomplishments: _____

Reason for Leaving: _____
Dates of Employment (Month/Year): From _____ To _____
Starting Salary: _____ Ending Salary: _____

➤ Employer: _____
Job Title: _____ Supervisor: _____
Street Address: _____
City/State/Zip: _____ Phone: _____
Describe Duties/Responsibilities/Accomplishments: _____

Reason for Leaving: _____
Dates of Employment (Month/Year): From _____ To _____
Starting Salary: _____ Ending Salary: _____

➤ Employer: _____
Job Title: _____ Supervisor: _____
Street Address: _____
City/State/Zip: _____ Phone: _____
Describe Duties/Responsibilities/Accomplishments: _____

Reason for Leaving: _____
Dates of Employment (Month/Year): From _____ To _____
Starting Salary: _____ Ending Salary: _____

Have you ever been terminated or asked to resign? Yes No

If yes, please explain

REFERENCES: Please provide individual and company names, position, addresses and phone numbers for 2 references. (No relatives please)

1. Name: _____
Company: _____
Street Address: _____
Position: _____
City/State/Zip: _____ Phone: _____

2. Name: _____
Company: _____
Street Address: _____
Position: _____
City/State/Zip: _____ Phone: _____

EDUCATION

Schools/Colleges Attended

Years

Degree

CITIZENSHIP

Are you a citizen of the United States? Yes No

If not, do you intend to become one? Yes No

Can you provide documents if requested to prove that you have a legal right to work in this country? Yes No

SPECIAL SKILLS: Describe any special skills or qualifications for this work:

I CERTIFY that the above answers are true and complete to the best of my knowledge. I authorize West Brandywine Township, to investigate any statement contained in this application as necessary to determine my qualifications. I understand that this application is not and is not intended to be any kind of contract or agreement. In the event of employment, I understand that any false or misleading information given in my application, correspondence, discussions or interview may result in immediate termination. I understand also, that I am required to abide by all rules, regulations and policies of West Brandywine Township.

Signed: _____
Date: _____

FOR OFFICE USE ONLY:

Arrange Interview: Yes No Date: _____ Time: _____

Remarks: _____

Approved: Yes No Date: _____

By: _____

