

# Peters Township Employment Application



610 East McMurray Road  
McMurray, PA 15317

## READ THE FOLLOWING INSTRUCTIONS CAREFULLY

ONLY THE INFORMATION THAT YOU PROVIDE ON THIS APPLICATION WILL BE CONSIDERED IN DETERMINING WHETHER YOU ARE QUALIFIED FOR THE POSITION FOR WHICH YOU ARE CURRENTLY APPLYING. THEREFORE, TO RECEIVE FULL CONSIDERATION, COMPLETE THIS APPLICATION COMPLETELY.

This application form will not be returned to you. Completed applications must be signed. Applications must be completely filled out in ink. DO NOT USE PENCIL. PLEASE PRINT. EVERY NUMBERED ITEM ON THIS APPLICATION MUST BE ANSWERED, EVEN IF THE ANSWER IS "NONE." Incomplete applications may lead to you not receiving full consideration.

**FILLING OUT THE EXPERIENCE SECTION (SECTION III):** This section must clearly show that the minimum requirements for the position as posted on the job description are met. You must include all relevant information with particular attention of full and exact dates of employment month and year, number of hours worked weekly (if the number of hours worked weekly varied, indicate an average number of hours worked weekly), and specific duties of each position held.

In order for us to evaluate your qualifications, it is imperative that this section be completed fully and accurately. List your current or most recent position first. You may also include volunteer experience and military experience in this section, but be sure to include all required information. You may attach additional sheets to this application if necessary. A resume must be included with your application if one is required. Completion of this application does not guarantee any applicant an interview or employment.

Peters Township recognizes and embraces the concept of equal opportunity. It is Peters Township's policy to recruit and hire all persons without regard to race, color, religion, sex, national origin, marital status, age or non-job related physical or mental disability.

### I. GENERAL INFORMATION

1. Application for the position of: **Summer Internship** Department: **Parks & Recreation**

2. Name: \_\_\_\_\_  
(Last) (First) (M.I.)

3. Residence: \_\_\_\_\_

4. Phone Numbers: Home ( ) \_\_\_\_\_ Mobile ( ) \_\_\_\_\_

5. E-Mail Address: \_\_\_\_\_

6. Machines you can operate (including computers and computer software) \_\_\_\_\_  
\_\_\_\_\_

7. Have you ever been employed by Peters Township  Yes  NO

If yes, when? From \_\_\_\_\_ to \_\_\_\_\_ What Department? \_\_\_\_\_

Reason for Leaving? \_\_\_\_\_

8. Are your employment, education, or military records under another name?  YES  NO

If yes, give name \_\_\_\_\_  
(Last) (First) (MI)

9. Under this position are you seeking: Full Time ( ) Part Time ( ) Other ( )  
Temporary ( ) Seasonal ( )

10. Do you have a valid PA drivers license?  YES  NO

If yes, give class and number: \_\_\_\_\_

11. Have you ever been convicted of a felony or a misdemeanor?  YES  NO

If yes, list convictions and date of conviction \_\_\_\_\_

12. Date available to start work \_\_\_\_\_

13. How did you first learn of this employment opportunity? \_\_\_\_\_  
\_\_\_\_\_

## II. Educational Background

1. Fill in Diploma/Degree received (Highest received)

High School/GED  Associate's  Bachelor's  Master's  Doctorate  Other

If other, list \_\_\_\_\_

2. High School attended

| <u>Name of School</u> | <u>State</u> | <u>Did you graduate?</u> |
|-----------------------|--------------|--------------------------|
| _____                 | _____        | <input type="checkbox"/> |

3. List your college, trade, correspondence, or other schools below:

| <u>Name of School</u> | <u>State</u> | <u>Degree/Major</u> | <u>Credits/Credit Hours Completed</u> | <u>Did you graduate?</u>     |
|-----------------------|--------------|---------------------|---------------------------------------|------------------------------|
| _____                 | _____        | _____               | _____                                 | YES <input type="checkbox"/> |
| _____                 | _____        | _____               | _____                                 | YES <input type="checkbox"/> |
| _____                 | _____        | _____               | _____                                 | YES <input type="checkbox"/> |

4. Indicate any relevant certificates or licenses (such as CDL, FCC, EMT State Certification, Journey Level License, or other) \_\_\_\_\_  
\_\_\_\_\_

**III. Work Experience**

IF YOU FAIL TO COMPLETE EACH SPACE IN THIS SECTION WITH THE REQUIRED INFORMATION, YOUR QUALIFICATIONS MAY NOT BE COMPLETELY EVALUATED. ADD ADDITIONAL SHEETS IF NECESSARY.

From                      To  
Mo./Yr.                      Mo./Yr.

1. Job Title \_\_\_\_\_

Name and Address of Organization \_\_\_\_\_  
\_\_\_\_\_

Hours Worked Weekly \_\_\_\_\_ Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_ Phone (    ) \_\_\_\_\_

Specific Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

From                      To  
Mo./Yr.                      Mo./Yr.

2. Job Title \_\_\_\_\_

Name and Address of Organization \_\_\_\_\_  
\_\_\_\_\_

Hours Worked Weekly \_\_\_\_\_ Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_ Phone (    ) \_\_\_\_\_

Specific Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

From                      To  
Mo./Yr.                      Mo./Yr.

3. Job Title \_\_\_\_\_

Name and Address of Organization \_\_\_\_\_  
\_\_\_\_\_

Hours Worked Weekly \_\_\_\_\_ Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_ Phone (    ) \_\_\_\_\_

Specific Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. References**

1. List three names of persons familiar with your ability. Exclude relatives.

| Name     | Address | Phone # | Relationship |
|----------|---------|---------|--------------|
| 1. _____ | _____   | _____   | _____        |
|          | _____   |         |              |
| 2. _____ | _____   | _____   | _____        |
|          | _____   |         |              |
| 3. _____ | _____   | _____   | _____        |
|          | _____   |         |              |

I do solemnly swear (or affirm) that the application form contains no misrepresentations or falsifications, omissions or concealment of material fact, and that the information given by me is true and complete to the best of my knowledge and belief. I am aware that all statements made by me on this application are subject to later investigation. I am aware that should such an investigation at any time disclose any such misrepresentation, falsification, omission, or concealment of material fact, my application may be rejected and if already appointed, I may be dismissed from my position, and I am subject to prosecution.

I authorize Peters Township and the hiring department to investigate and verify any information contained in my application for employment including, but not limited to, prior work, and education record, criminal history.

I further authorize any past or present employer, any law enforcement agency, or any school to release any and all information about me contained in their records to Peters Township.

I hereby release any past or present employer, any law enforcement agency, or any school, and any and all of their employees from any liability in furnishing such information to Peters Township.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**DO NOT WRITE IN THIS BOX – TO BE COMPLETED BY PETERS TOWNSHIP**

|                               |                          |
|-------------------------------|--------------------------|
| Interviewed by: _____         | Date: _____              |
| For the Position: _____       | Dept.: _____             |
| Date of Hire: _____           | Starting Date: _____     |
| Wage Rate: _____              | Classification: _____    |
| Approved by: _____            | Dept.: _____ Date: _____ |
| Approved by: _____            |                          |
| Reason for Replacement: _____ |                          |
| Other Remarks: _____          |                          |
| _____                         |                          |