

TOWNSHIP OF SHALER

300 Wetzel Road

Glenshaw, PA 15116-2288

412-486-9700

APPLICATION FOR EMPLOYMENT

Shaler Township is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color religion, national origin, ancestry, sex, non-job related disabilities or age. All information requested on this application is solicited for the purpose of determining abilities and skills required for proper job placement and to facilitate verification of the information requested.

Instructions: This application must be completed in its entirety. Please print in ink or type. If, because of a disability, you need assistance in completing this application form please notify the Manager's Office at 412-486-9700.

Date _____

Name _____

Present Address (Street) _____ Phone No. _____

City/State/Zip _____ E-mail: _____

Are you over 18 years of age? _____ If no, do you have a state work permit? _____

Position (s) applied for (be specific) _____

Driver's license # _____ Do you have a commercial driver's license? Yes () No ()

Would you work Full-Time? _____ Part-Time? _____ Summers Only? _____

Were you previously employed by Shaler Township? _____ If yes, when? _____

List any friends or relatives presently working for Shaler Township _____

If hired, how soon will you be available for work? (Date) _____ 20 _____

EDUCATION:

School	Name and Address	Course	Circle Year Completed by June				Did you Graduate	List Diploma or Degree
			1	2	3	4		
High School								
College / Other								

MILITARY

Branch of Service	Length of Service	Rank at Separation
Reserve Requirements	Specialized Training	
Have you been Honorably discharged? If yes, please attach Form DD-214.		

EXPERIENCE. List all positions you have held, beginning with most recent.

Name and Address of Company	From	To	Position Held	Salary	Reason for Leaving	Name and Title of Superior
Phone:						

Name and Address of Company	From	To	Position Held	Salary	Reason for Leaving	Name and Title of Superior
Phone:						

Name and Address of Company	From	To	Position Held	Salary	Reason for Leaving	Name and Title of Superior
Phone:						

Name and Address of Company	From	To	Position Held	Salary	Reason for Leaving	Name and Title of Superior
Phone:						

May we contact the employers listed above? _____ If not, which one (s) do you not wish us to contact. _____

REFERENCES (exclude past employers and relatives)

Name and Occupation	Address	Phone Number

OTHER QUALIFICATIONS

Describe the types of equipment you are capable of operation, (machines, vehicles, computers, etc.).

List any trade, professional or skills certificates you hold.

Summarize any special skills, experience or background which you feel qualifies you for the position (s) you are applying for.

BACKGROUND

- Have you ever been convicted or pled guilty to any crime involving violence to another person? Yes No
- Have you ever been convicted or pled guilty to any crime involving dishonesty, theft, fraud or embezzlement? Yes No
- Have you ever been convicted or pled guilty to any sexual crimes including rape, assault or involving minors? Yes No
- Have you ever been convicted or pled guilty to any crime involving distribution or intent to distribute illegal drugs or other controlled substances? Yes No
- Have you ever been counseled or disciplined for cash handling violations? Yes No

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I hereby authorize all current and former employers, educational institutions and references to release information relevant to my application for employment and I release the Township, all current and former employers, education institutions and references from any and all liability related to the release of such information.

Signature of Applicant

DO NOT WRITE ON THIS PAGE

INTERVIEWER	DATE	COMMENTS

REFERENCE CHECK RESULTS

PAST EMPLOYERS	PERSONAL REFERENCES