



SPRING GARDEN TOWNSHIP

ADMINISTRATION • 340 TRI HILL ROAD, SUITE A
YORK, PA 17403-5709
PHONE NUMBER: 717.848.2858

Application for Employment

Spring Garden Township is an Equal Opportunity Employer – Spring Garden Township does not discriminate on account of race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

PERSONAL INFORMATION (Print or Type – incomplete information could disqualify you from further consideration)

Candidate's Name: _____ Date: _____

Address: _____

Telephone Number (home): _____ Cell Phone Number: _____

Are you 18 years of age or older? Yes No

Are you either a U.S. citizen or an alien authorized to work in the U.S.? Yes No

Have you ever been terminated from employment or asked to resign by an employer? Yes No
If yes, please provide company name(s) and details: _____

May we contact your present employer? Yes No

Have you been convicted or entered a plea of guilty or no contest to any felony? Yes No

Have you been convicted or entered a plea of guilty or no contest to any misdemeanor that has not been sealed by law? Yes No (Conviction will not necessarily disqualify an applicant from employment)
If yes, please explain: _____

Do you meet the Physical Requirements necessary to perform the Essential Functions as set forth in the attached Job Description, with or without reasonable accommodation? Yes No

POSITION DESIRED

Position: _____ Start date available: _____

How did you learn about this job opening? _____

Wage rate desired: \$ _____ Hourly Annually

Do you prefer: Full-time Part-time

Are you able to work: Daytime Weekends Holidays Nights Overtime

Have you previously worked for Spring Garden Township? Yes No

If yes, when? (provide dates): _____ Job Title: _____

EDUCATION

High School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Vocational or Trade School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
College/University:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Post-Graduate Education:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Other education, special courses, seminars and/or training, or special skills directly related to the position for which you are applying:		

WORK EXPERIENCE

Please list all previous employment, beginning with the most recent. You may attach another sheet of paper if additional space is needed.			
Employer:		Address:	
From:	To:	Position Held:	Reason for Leaving:
Supervisor's Name & Title:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Summarize the nature of work performed and job responsibilities:			
Reason for leaving:			

Employer:		Address:	
From:	To:	Position Held:	Reason for Leaving:
Supervisor's Name & Title:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Summarize the nature of work performed and job responsibilities:			
Reason for leaving:			

Employer:		Address:	
From:	To:	Position Held:	Reason for Leaving:
Supervisor's Name & Title:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Summarize the nature of work performed and job responsibilities:			
Reason for leaving:			

REFERENCES

Identify three persons who know your work, beginning with the most recent. Do not use relatives.

Name: _____ Phone Number: _____ Email: _____
 Address: _____ City, State, Zip: _____
 Position or Title: _____ Years Known: _____

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 Address: _____ City, State, Zip: _____

Position or Title: _____ Years Known: _____

REFERRAL SOURCE

How did you hear about us? Walk-in Advertisement Referral Other: _____

Do you have any relatives or friends who work for Spring Garden Township? Yes No

If yes, who? _____

How did you learn about this opening? _____

AUTHORIZATION AND ACKNOWLEDGEMENTS

I affirm that the information I have provided in this application is true to the best of my knowledge, information and belief, and I have not knowingly withheld any information requested. I understand that withholding or misstating any information requested in this application is grounds for rejection of my application, and that providing false or misleading information in this application is grounds for discharge.

I authorize the company to verify my references, record of employment, education record, and any other information I have provided. Unless otherwise noted, I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company, my former employers and all other persons and entities, from any and all claims, demands or liabilities arising out of or in any way related to such inquiry or disclosure.

I understand that approval of my application for employment does not create a contract for employment for any specific period of time that the Township may, in its discretion, terminate employment for any reason (consistent with law). It is noted that employees hired for positions included in recognized bargaining units have a right to challenge the termination of their employment (or other disciplinary action) through the established grievance procedure set forth in the specific collective bargaining agreement.

If offered a position, I understand that I will be required to submit to a pre-employment background check as a condition of employment. Unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of the background check will result in Spring Garden Township rescinding the employment offer or terminating my employment. I understand, also, that I am required to abide by all the rules and regulations of my employer. I also understand that I will be required to submit to pre-employment drug and alcohol screening as a condition of employment.

I attest with my signature below that I have provided Spring Garden Township true and complete information on this application. No requested information has been concealed. If any information I have given is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Candidate's Signature

Date