

# Application for Employment



**INDIANA 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 (40 and over). All information requested on this application form 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 Township Municipal Manager, 412-767-5333

DATE OF APPLICATION: (m/d/y) \_\_\_/\_\_\_/\_\_\_      Are you a resident of Indiana Twp.? YES \_\_\_  
 NO \_\_\_

Length of Residence: \_\_\_\_\_ years

POSITION APPLIED FOR:	FULL TIME OR PART TIME <input type="checkbox"/> FULL <input type="checkbox"/> PART
NAME (LAST, FIRST, MIDDLE INITIAL)	
ADDRESS: (INCLUDE CITY, STATE AND ZIP CODE)	
PHONE: Day: (    )                      Night: (    )	FOR PUBLIC WORKS & POLICE APPLICANTS <u>ONLY</u> : DRIVER'S LICENSE #: _____ STATE: _____

**PLEASE ANSWER THE FOLLOWING QUESTIONS BY CIRCLING YOUR ANSWERS TO THE RIGHT OF THE QUESTION.**

ARE YOU AT LEAST 18 YEARS OLD?	YES	NO
If no, do you have a work permit?	YES	NO

Are you a United States citizen or authorized to work in the United States? <i>(Proof of citizenship or immigration status will be required upon employment)</i>	YES	NO
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Have you ever filed an application with Indiana Township?	Yes	No
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Have you ever been employed by Indiana Township?	Yes	No
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If so, in what capacity? \_\_\_\_\_

What is your availability?	Weekdays	Weekends	Evenings
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Have you ever been convicted of a crime?	Yes	No
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If so, please explain. \_\_\_\_\_

## **EDUCATION**

LAST HIGH SCHOOL ATTENDED:	HIGHEST GRADE COMPLETED: 9          10          11          12	DO YOU HAVE A HIGH SCHOOL DIPLOMA OR G.E.D. CERTIFICATE? YES      NO	
<b>COLLEGES, UNIVERSITIES, TRADE OR TECHNICAL SCHOOLS OR APPRENTICESHIP PROGRAMS:</b>			
NAME:	LOCATIONS:	NUMBER OR YRS/MONTHS:	DEGREE, CREDITS, CERTIFICATES OR LICENSE:

## **MILITARY**

BRANCH OF SERVICE:	LENGTH OF SERVICE:	RANK OF SEPERATION:
RESERVE REQUIREMENTS:		SPECIALIZED TRAINING:

## **OTHER QUALIFICATIONS**

DESCRIBE THE TYPES OF EQUIPMENT YOU ARE CAPABLE OF OPERATING (MACHINES, VEHICLES, COMPUTERS, ETC.)	LIST ANY TRADE, PROFESSIONAL OR SKILLS CERTIFICATES YOU HOLD:
SUMMARIZE SPECIAL SKILLS, ABILITIES OR EXPERIENCES WHICH QUALIFY YOU FOR THIS POSITION.	

## **BACKGROUND**

<b>POLICE OFFICER APPLICANTS <u>ONLY</u>:</b> Have you ever been convicted of a crime other than a traffic violation?                      Yes                      No If yes, explain:
<b>ALL OTHER APPLICANTS:</b> Have you ever been convicted of a criminal offense involving dishonesty; breach of trust; offenses against children; use, possession, distribution, sale or manufacture of drugs; driving under the influence; violence or use of weapons or which you have not been pardoned or which has not been expunged?      Yes                      No If yes, explain:
<i>NOTE: Criminal convictions are not necessarily a bar to employment; all relevant circumstances will be considered.</i>

## **EMPLOYMENT HISTORY**

*List all employment for the past ten years, beginning with the most recent position. Attach list if necessary.*

Employer:	Dates employed: From:                      To:	Job Title:
Address:		Telephone Number: (    )
Responsibilities:		Contact Person (Supervisor):
Reason for leaving:		
Will this employer provide a satisfactory reference?                      Yes                      No		
If no, explain:		
Were you discharged or asked to resign?                      Yes                      No		
Were you ever disciplined or warned about your performance, absenteeism, tardiness, etc.?		
Employer:	Dates employed: From:                      To:	Job Title:
Address:		Telephone Number: (    )
Responsibilities:		Contact Person (Supervisor):
Reason for leaving:		
Will this employer provide a satisfactory reference?                      Yes                      No		
If no, explain:		
Were you discharged or asked to resign?                      Yes                      No		
Were you ever disciplined or warned about your performance, absenteeism, tardiness, etc.?		
Employer:	Dates employed: From:                      To:	Job Title:
Address:		Telephone Number: (    )
Responsibilities:		Contact Person (Supervisor):
Reason for leaving:		
Will this employer provide a satisfactory reference?                      Yes                      No		
If no, explain:		
Were you discharged or asked to resign?                      Yes                      No		
Were you ever disciplined or warned about your performance, absenteeism, tardiness, etc.?		

## **REFERENCES**

Please list at least 3 references other than a relative or former employers:

Name:	Address:	Phone Number:	Relationship:

***If available, please attach a resume to this application.***

**PLEASE DO NOT FORGET TO SIGN BELOW AFTER REVIEWING INFORMATION!**

### **CERTIFICATION, AUTHORIZATION AND AGREEMENT**

*"I certify that the information supplied by me on this application form and in my resume, if any, is true and complete and does not contain any falsifications, omissions or concealments of material fact. I authorize Indiana Township to investigate the truth of this information and of any other information I may supply during a pre-employment interview. I further authorize every school, employer, person and agency identified by me on this form or in my resume to release any and all verifying information Indiana Township may solicit from it or them. I further authorize Indiana Township to investigate my criminal history and other aspects of my personal history, including my character and general reputation. If my application is denied in whole or in part because of information contained in a criminal history records report, Indiana Township will so advise me."*

*"I hereby release all law enforcement agencies, my former employers, all educational institutions and programs and every other person identified by me on this form or in my resume from liability for any damage or injury to me arising out of the release of information requested by Indiana Township."*

*"I understand and agree that Indiana Township's acceptance of this employment application does not constitute any promise, express or implied, that I will be hired, I further understand that Indiana Township does not guarantee anyone employment for any specific length of time. I therefore agree that, if I am hired my employment may be terminated by either me or by Indiana Township at any time without notice or cause."*

*"I further understand and agree that any offer of employment Indiana Township may make to me (and, if I am hired, my continued employment) will be contingent upon my submission of evidence verifying that I am authorized to work in the United States and may be contingent upon my taking and passing physical examinations and drug tests."*

*"I certify that I am not a party to any contract or other obligation which would limit, interfere with or restrict my ability to work for Indiana Township in any way."*

*"I hereby acknowledge that I have read this section of the employment application and fully understand the meaning and effect of signing this form."*

\_\_\_\_\_  
**Sign**

\_\_\_\_\_  
**Date**