

TOWNSHIP OF RESERVE

33 Lonsdale Street
Pittsburgh, PA 15212

Application for Employment

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 Manager at 412-322-1551

Position Applied For: _____

Full _____

Part time _____

Last:

First:

Middle:

Name

City

State

Zip

Address:

Phone: Cell () _____

Home () _____

Are you at least 18 years of 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: Yes _____ No _____

Have you ever been convicted of or entered a pleas of guilty or no contest to any felony or misdemeanor?

Yes _____

No _____

If you answered yes, Please identify the violations that you were convicted of and provide the date and place of your conviction. Conviction will not necessarily disqualify an applicant for employment.

Can you perform the Essential Functions of the Job? Yes _____ No _____

EDUCATION

High School Attended: _____

Do you have a High School Diploma or G.E.D. Certificate?

_____ Yes _____ No

Name: _____

Location: _____

Colleges, universities, trade or technical schools or apprenticeship program:

Name:	Location:	Degree, credits, certificates or licenses:

REVELANT WORK RELATED EXPERIENCE

Describe types of Equipment can operated effeciently: _____

List any trade, professional or skills certficated you hold: _____

Summarize special skills, abilities or expercnces which qualify you for this position: _____

EMPLOYMENT HISTORY

List all employment for the past ten years, beginning with the current or most recent position.

Employer: _____ Dates Employed: _____ to _____

Address: _____

Supervisors Name: _____ Telephone Number: _____

Job Title: _____ Hourly Rate of Pay Starting _____ Ending _____

Description of Duties: _____

Reason For Leaving: _____

Will this supervisor/employer give you a good job reference? Yes _____ No _____

If no explain: _____

Were you:

Discharged or asked to resign by this employer? Yes _____ No _____

Ever Disciplined (given a written warning, suspended, denied a pay increase,etc.) Yes _____ No _____

Ever counseled or warned about excessive absenteeism or tardiness by this employer? Yes _____ No _____

If yes to any of the above, please explain: _____

EMPLOYMENT HISTORY

Employer: _____	Dates Employed: _____ to _____
Address: _____	
Supervisors Name: _____	Telephone Number: _____
Job Title: _____	Hourly Rate of Pay Starting_____ Ending_____
Description of Duties: _____ _____	
Reason For Leaving: _____	
Will this supervisor/employer give you a good job reference? Yes_____ No_____	
If no explain: _____	
Were you:	
Discharged or asked to resign by this employer?	Yes_____ No_____
Ever Disciplined (given a written warning, suspended, denied a pay increase,etc.)	Yes_____ No_____
Ever counseled or warned about excessive absenteeism or tardiness by this employer?	Yes_____ No_____
If yes to any of the above, please explain: _____	

EMPLOYMENT HISTORY

Employer: _____	Dates Employed: _____ to _____
Address: _____	
Supervisors Name: _____	Telephone Number: _____
Job Title: _____	Hourly Rate of Pay Starting_____ Ending_____
Description of Duties: _____ _____	
Reason For Leaving: _____	
Will this supervisor/employer give you a good job reference? Yes_____ No_____	
If no explain: _____	
Were you:	
Discharged or asked to resign by this employer?	Yes_____ No_____
Ever Disciplined (given a written warning, suspended, denied a pay increase ,etc.)	Yes_____ No_____
Ever counseled or warned about excessive absenteeism or tardiness by this employer?	Yes_____ No_____

If yes to any of the above, please explain: _____

If additional space is needed, please continue on a separate sheet of paper.

REFERENCES

Please list three references other than relative or former employers:

Name/Address	Telephone Number	Relationship

Please attach a resume, if available.

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 the Township of Reserve to investigate the truth of this 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 the Township may solicit from it or them. I further authorize the Township to investigate my criminal history and other aspects of my personal history, including my character and general reputation. I acknowledge that the Township may include on-line screening. If my application is denied in whole or in part because of information contained in a criminal history records report, the Township of Reserve 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 the Township.

I understand and agree that the Township acceptance of this employment application does not constitute any promise, express or implied, that I will be hired. I further understand that the Township does not guarantee anyone employment for any specific length of time. I therefore agree that, if I am hired my employment is at-will, unless otherwise provided by a collective bargaining agreement.

I further understand and agree that any offer of employment the 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 examination 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 the Township of Reserve 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.

Signature

Date

THE TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER