

**Plumstead Township**  
Bucks County, Pennsylvania

***Application for Employment***

Plumstead Township is an Equal Opportunity Employer. Our policy is aimed at assuring equal treatment to all individuals with regard to employment, rates of pay, and all other terms and conditions of employment regardless of race, religion, color, national origin, sex, age, ancestry, veteran's status, or non-job related physical or mental handicap or disability.

---

**Personal Information**

Today's Date: \_\_\_\_\_

Name \_\_\_\_\_

Social Security # \_\_\_\_\_

Present Address \_\_\_\_\_

Street

City

State

Zip

Phone # \_\_\_\_\_

Cellphone # \_\_\_\_\_

List any relatives working for us: \_\_\_\_\_

Do you know any current employees of Plumstead Township? If yes, please list: \_\_\_\_\_

Are you over 18 years of age?    Yes \_\_\_\_\_    No \_\_\_\_\_

---

**Employment Desired**

Date available for work: \_\_\_\_\_    Department \_\_\_\_\_

Position \_\_\_\_\_    Full Time    Part Time    Seasonal

If part time, specify days and hours \_\_\_\_\_

Are you prepared to present proof of United States Citizenship or that you are legally authorized to work in the

U.S.?    Yes \_\_\_\_\_    No \_\_\_\_\_

Are you able to perform the essential functions of the position desired?

Yes \_\_\_\_\_    No \_\_\_\_\_

---

**Education**

	Name and Location	# of Years Completed	Did you Graduate?	Degree or Diploma?
Graduate School	_____	_____	_____	_____
College	_____	_____	_____	_____
Trade, Business, Or Technical School	_____	_____	_____	_____
High School	_____	_____	_____	_____

Please describe additional skills, training, or ability you would like to have us consider in evaluating your qualifications: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

**Employment History**

(List below last four employers, starting with current employer)

Employer: _____	From _____ to _____
Address _____	Final rate of pay: _____
Supervisor: _____	Job Title: _____
Duties: _____	
Reason for leaving: _____	
May we contact? _____	If not, why not? _____

---

**Employment History**

Employer: _____	From _____ to _____
Address _____	Final rate of pay: _____
Supervisor: _____	Job Title: _____

Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact? \_\_\_\_\_ If not, why not? \_\_\_\_\_

---

### **Employment History**

Employer: \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Address \_\_\_\_\_ Final rate of pay: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Job Title: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact? \_\_\_\_\_ If not, why not? \_\_\_\_\_

---

### **Employment History**

Employer: \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Address \_\_\_\_\_ Final rate of pay: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Job Title: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact? \_\_\_\_\_ If not, why not? \_\_\_\_\_

---

### **Qualifications**

Please list computer skills you possess:

\_\_\_\_\_

List any certifications that you hold that have a bearing on your qualifications:

\_\_\_\_\_

---

**References**

Name three (3) persons, other than immediate family members or previous employers, who can serve as a character reference for you.

<i>Name</i>	<i>Address</i>	<i>Occupation</i>	<i>Telephone #</i>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

---

**U. S. Military Service**

Are you a veteran of the Armed Services? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what type of training or education did you receive while in the military? \_\_\_\_\_

---

---

I hereby give Plumstead Township the right to make a thorough investigation into my previous employment, education, references, and all statements made by me in connection with my application for employment; and I release from all liability all persons, companies, and corporations supplying such information.

I understand that any false answer, statement, or representation made by me in this application shall constitute sufficient cause for denial of employment or discharge. I also understand that nothing contained in this employment application or the granting of an interview is intended to create a contract between Plumstead Township and myself for either employment or the granting of benefits. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon Plumstead Township unless made in writing. If an employment relationship is established, I understand and agree that it is not for a definite period of time. I understand that my employment will be "at-will", which means that I have the right to terminate my employment at any time, with or without cause and with or without prior notice, and that Plumstead Township has the right to terminate my employment at any time, with or without cause, and with or without prior notice.

I understand that any offer of employment may be conditioned upon my successful completion of a pre-employment drug test, background investigation, and physical examination.

I understand that, if accepted for employment, I will be required to abide by the rules and polices of Plumstead Township and that I will be on three (3) month probation before being considered a regular employee.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_