

# LEBOEUF TOWNSHIP

## APPLICATION FOR EMPLOYMENT

*LEBOEUF TOWNSHIP is an Equal Opportunity Employer. You are not required to give any information on this form that is prohibited by applicable laws.*

ANY OFFER OF EMPLOYMENT MAY BE CONDITIONED UPON THE RESULTS OF POST-OFFER MEDICAL EXAMINATIONS AND/OR INQUIRIES WHICH ARE REQUIRED OF ALL ENTERING EMPLOYEES AND UPON PASSAGE OF A TEST DESIGNED TO MEASURE YOUR ABILITY TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION OFFERED.

Use additional sheet if this form does not provide sufficient space for you to complete your answer to any item.

### I. PERSONAL DATA

a. Name in Full \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Address \_\_\_\_\_ Phone No. \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

b. Are you over 18 years of age? \_\_\_\_\_ If "No", please list your date of birth.

c. Do you have a legal right to accept employment in the United States? \_\_\_\_\_ If "No", please explain:

d. Have you ever been convicted of a felony or misdemeanor? \_\_\_\_\_ If "Yes", please explain:

(A criminal conviction will not absolutely bar you from employment, but it will be considered in relation to specific job requirements.)

e. Please list any other names by which you have been known (do not include maiden names).

f. Do you have a valid driver's license? \_\_\_\_\_ If "Yes", please give state and license number:

g. Do you have a CDL? \_\_\_\_\_ If "Yes", please give state and license number:

### II. POSITION DESIRED:

a. First Choice

Second Choice

b. Wages Expected:

- c. LeBoeuf Township operates the following shifts:and depends on each employee to work the shift for which he/she is hired on a regular, full time basis. Will you be able to meet this attendance requirement for any position offered?
- d. Please list briefly any qualifications you have that relate to the position(s) for which you are applying.
- e. Have you ever worked for a municipality before? \_\_\_\_\_ If "Yes", please give dates and position you held.
- f. Are you employed now? \_\_\_\_\_ If "Yes", please state where, how long you have worked there, your current position, and the name of your immediate supervisor:
- g. May we contact your current employer for a reference?
- h. Have you ever worked in municipal government before? \_\_\_\_\_ If "Yes", please state where, for how long, and in what capacity:

**III. EDUCATION**

	Name and Location of School	Course of Study	Did you Graduate?
Grammar School			
High School			
College/University			
Night School			
Trade, business or Other School			

- a. Please list any special courses, training, seminars, workshops, etc. which you have completed that might relate to the position(s) for which you are applying:
- b. Please list any licenses, certificates or professional accreditations you hold that might relate to the position(s) for which you are applying:

**IV. EMPLOYMENT HISTORY:**

Give names and addresses of all previous employers (including Civil Service). Please list most recent position first and then your other positions in descending order.

Employer's Name and Address	Immediate Supervisor's Name	Kind of Work	Date Started	Date Left	Reason For Leaving

- a. Have you ever served in any branch of the military services? \_\_\_\_\_ If "Yes", please list branch and dates of \_\_\_\_\_ service  
 \_\_\_\_\_ Rank at discharge  
 \_\_\_\_\_ Type of discharge

**VI. PERSONAL REFERENCES (Do not use relatives or former employers)**

- a. Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_
- b. Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_
- c. Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_

**VII. OTHER INFORMATION**

- a. Have you any "sideline" business interests?  
 Describe \_\_\_\_\_
- b. Why would you like to work for LeBoeuf Township?  
 \_\_\_\_\_
- c. Please provide any other information not requested that you feel will be helpful to LeBoeuf Township in evaluating your suitability for employment:  
 \_\_\_\_\_

I hereby certify that the foregoing statements are true and correct to the best of my knowledge and belief and hereby grant LEBOEUF TOWNSHIP ("LEBOEUF TOWNSHIP") permission to verify such answers and investigate work and personal references. I understand that any false statements on this application or in any interview may be considered sufficient reason for rejection of this application or for dismissal if such false information is discovered subsequent to my employment. I understand that no representation made by LEBOEUF TOWNSHIP or its supervisors, whether in writing or made orally, constitutes a contract of employment or implies any promise or limitation regarding specific policies or benefits, etc., or limits LEBOEUF TOWNSHIP's right to discharge me without notice or liability to me for salary or wages, except such as may have been earned up to the date of termination of service. I also understand that my salary, wages, benefits and other terms or conditions of employment are subject to change by LEBOEUF TOWNSHIP and, if hired, I will be notified of these changes. I also agree, if hired, that upon the termination of my employment with LEBOEUF TOWNSHIP, whether upon my decision or LEBOEUF TOWNSHIP's, that LEBOEUF TOWNSHIP may offset and deduct from my final paycheck any and all amounts I owe to them for any reason, including but not limited to salary advances, employee purchases, loans and losses or damages which LEBOEUF TOWNSHIP sustains as a result of my willful or negligent acts. I hereby agree to take physical and other examinations whenever required by LEBOEUF TOWNSHIP. I also understand that LEBOEUF TOWNSHIP is considering establishing a smoke free environment in many areas of the organization and may be banning the use of all smoking materials in these areas by employees while on the premises. I authorize the employers, schools or persons which I have named above to give any information regarding my previous employment, character, general reputation and personal characteristics, together with any information that they have regarding me whether or not it is in their records. I further authorized LEBOEUF TOWNSHIP to contract with a consumer credit reporting agency for an investigation and report of my credit history in accordance with the Federal Fair Credit Reporting Act. I understand that under the Federal Fair Credit Reporting Act, I have the right to make a written request within a reasonable period of time after the date of this application for a complete and accurate disclosure by LEBOEUF TOWNSHIP of the nature and scope of any investigation requested by LEBOEUF TOWNSHIP of a consumer credit reporting agency. If this application for employment is denied either wholly or partly because of information contained in a credit report from a consumer credit reporting agency, I understand that LEBOEUF TOWNSHIP shall so advise me and shall supply the name and address of the consumer credit reporting agency making the report. I hereby release said agency, and the employers, schools and persons named above from all liability for any damage that I may suffer as a result of issuing this information. In addition, if accepted for employment, I hereby agree to abide by the rules and regulations of LEBOEUF TOWNSHIP.

SIGNED: \_\_\_\_\_

DATED: