



Upper Leacock Township

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ E-mail: _____

Date Available: _____ ☐ FT ☐ PT ☐ Temp Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever been employed by Upper Leacock Township? YES ☐ NO ☐ If yes, when? _____

Are you currently employed? YES ☐ NO ☐

Have you been convicted of a felony within the last 7 years? YES ☐ NO ☐

If yes, please explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Describe/list any specialized training, professional certifications, apprenticeships, etc.:

References

Please list **3 PROFESSIONAL** references:

Name: _____ Title: _____

Company: _____ Phone: _____

Address: _____

Name: _____ Title: _____

Company: _____ Phone: _____

Address: _____

Name: _____ Title: _____

Company: _____ Phone: _____

Address: _____

Please list **3 PERSONAL** references:

Name: _____

Relationship: _____ Phone: _____

Address: _____

Name: _____

Relationship: _____ Phone: _____

Address: _____

Name: _____

Relationship: _____ Phone: _____

Address: _____

Previous Employment

(list past 3 employers - most recent first)

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Special Skills/Experience

Describe/list any job related skills acquired from current/previous employment (including equipment, machinery and/or vehicles operated:

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

I authorize investigations of all statements contained in this employment application as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information in my application or interview may result in my release. I also understand that I am required to abide by all rules and regulations of the Township.

Applicant's Signature: _____ Date: _____