



## East Pennsboro Township - Application for Employment

### General Information

Name (Last)	(First)	(Middle)	(Home Telephone)	
Address (Mailing Address)	(City)	(State)	(Zip)	(Other Telephone)
E-Mail Address	Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you 16 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you been convicted of or pled guilty to a felony or misdemeanor?	If yes, please explain:			

### Position

Position or Type of Employment Desired	<b>Will Accept:</b> <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal	<b>Willing to Work:</b> <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Salary Desired	Date Available	
Have you, or someone you know, ever worked for East Pennsboro Township? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: Who: _____ When: _____ Where: _____ Reason for Leaving: _____  Who: _____ When: _____ Where: _____ Reason for Leaving: _____	Were you referred by a current employee or Commissioner of East Pennsboro Township? <input type="checkbox"/> Yes <input type="checkbox"/> No  If Yes, Who: _____	

### Education and Training

High School Graduate or General Education Test (GED) Passed? <input type="checkbox"/> Yes <input type="checkbox"/> No						
If No, Highest Level of High School Completed? <input type="checkbox"/> 9 <sup>th</sup> Grade <input type="checkbox"/> 10 <sup>th</sup> Grade <input type="checkbox"/> 11 <sup>th</sup> Grade <input type="checkbox"/> 12 <sup>th</sup> Grade						
College, Business School, Military (Most Recent First)						
Name and Location	Dates Attended Month/Year	Credits Earned		Graduate	Degree & Year	Major or Subject
		Quarterly or Semester Hours	Other (Specify)			
	From _____ To _____			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	From _____ To _____			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	From _____ To _____			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	From _____ To _____			<input type="checkbox"/> Yes <input type="checkbox"/> No		



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Occupational License, Certification or Registration	Number	Where Issued	Expiration Date
Occupational License, Certification or Registration	Number	Where Issued	Expiration Date
Do you have a Commercial Drivers License? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number	Where Issued	Expiration Date
Languages Spoken Fluently Other Than English			

**Veteran Information (Most Recent)**

Branch of Service	Date of Entry	Date of Discharge
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**Special Skills (List all pertinent skills and equipment that you can operate)**

**Describe why you are interested in employment with East Pennsboro Township**

**Work Experience (Most Recent First) (Include voluntary work and military experience) Use Additional Sheet If Needed or Attach Resume With Required Info**

Employer	Telephone Number	From (Month/Year)
Address		To (Month/Year)
Job Title	Number of Employees Supervised	Hours Per Week
Specific Duties		Supervisor
Reason For Leaving		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Telephone Number	From (Month/Year)
Address		To (Month/Year)
Job Title	Number of Employees Supervised	Hours Per Week
Specific Duties		Supervisor
Reason For Leaving		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Telephone Number	From (Month/Year)
Address		To (Month/Year)
Job Title	Number of Employees Supervised	Hours Per Week
Specific Duties		Supervisor
Reason For Leaving		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No



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**Statement:**

It is the policy of East Pennsboro Township not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, genetic information, disability or because he or she is a protected veteran. East Pennsboro Township is an "at-will" employer and this application does not guarantee an interview or employment with East Pennsboro Township.

I understand that neither this document nor any offer of employment from the employer constitutes an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Statements are "under penalty" when a person commits a misdemeanor of the third degree and he or she makes a written false statement which he or she does not believe to be true, on or pursuant to a form bearing notice, authorized by law, to the effect that false statements made therein are punishable.

I certify that answers given herein are true and complete to the best of my knowledge. I hereby authorize a state criminal background check to be made, verification of information I provided and communication with any and all names listed on this application. I understand that any discrepancy or lack of information may result in the rejection of this application. I understand that this is an application for employment and does not constitute any type of guarantee of employment.

Applicant Signature:	Date:
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## Personal Info

<b>Name</b>		<b>Cell Phone #</b>
<b>E-Mail Address</b> <i>*Most effective form of communication. Provide an e-mail address that you use frequently - write legibly please!*</i>		<b>What is the best way to contact you?</b> <input type="checkbox"/> Phone <input type="checkbox"/> Text <input type="checkbox"/> E-Mail
<b>Will you have your own vehicle or a reliable ride?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe: _____ <b>What size T-shirt do you wear?</b> <input type="checkbox"/> Adult Small <input type="checkbox"/> Adult Medium <input type="checkbox"/> Adult Large <input type="checkbox"/> Adult XL <input type="checkbox"/> Adult XXL <b>Do you have your Child Abuse, Police &amp; FBI Clearances?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Already on file with East Pennsboro Township <a href="http://www.keepkidssafe.pa.gov/resources/clearances/index.htm">www.keepkidssafe.pa.gov/resources/clearances/index.htm</a> <i>(Contact Caroline in the Recreation Office if unsure)</i> <b>*MUST BE COMPLETED BY START OF EMPLOYMENT *</b>		
<b>Have you completed or obtained any of the following training and/or certifications? Check all that apply:</b> <input type="checkbox"/> CPR <input type="checkbox"/> First Aid <input type="checkbox"/> Mandated Reporter <input type="checkbox"/> Lifeguard <input type="checkbox"/> Other, specify: _____		
<b>Do you have any scheduling conflicts this Summer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not that I know of right now <i>Second Job, Sports Practices, Vacations, Appointments, Orientations, etc.</i>  <b>List ALL DATES and/or TIMES that you will be unavailable to work between <u>June 15th and August 14th, 2020.</u></b> <b>If hired, please notify the Recreation Department ASAP with changes and/or additions.</b>		

## Employment Info

<b>What are you applying for?</b>		
<input type="checkbox"/> <b>Day Camp (full-day)</b> Circle Preference : 7:45 - 3:45    8:30 - 4:30 9:00 - 5:00    8:00 - 4:00 No Preference	<input type="checkbox"/> <b>Playground (9am - 12pm)</b> Circle Preference: Midway (Township Building) Adams Ricci I (ages 5-8) Adams Ricci II (ages 9-12)	<input type="checkbox"/> <b>Floater/Unsure</b> Circle one: Day Camp OR Playground Wherever Needed
<b>Would you be interested in a leadership position?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Did you attend camp as a child?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Day Camp, Sports, Bible, Scouts, etc.</i> <b>Where?</b> _____		
<b>Do you have any experience with children?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Babysitting, Previous Job, Siblings, etc.</i> <b>Explain:</b> _____		
<b>What types of activities do you feel most comfortable organizing and/or participating in? Special interests, talents, or hobbies?</b>		

Recreation Coordinators : Skylar Cohick (717) 678 - 0732 • [scohick@eastpennsboro.net](mailto:scohick@eastpennsboro.net)  
 Caroline Grove (717) 943 - 2358 • [cgrove@eastpennsboro.net](mailto:cgrove@eastpennsboro.net)

Playground Coordinator: Stacy Keys

Township Municipal Building, Room #102 • 98 South Enola Drive, Enola, PA 17025 • Phone: (717) 732-0711 opt 3 • Fax: (717) 732-7810