



Application For Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT OR TYPE)

Position Applied For:				Date of Application:	
How Did you Learn About Us?					
Newspaper	Friend/Relative	Walk-in		Other: _____	
Newsletter	Internet				
Last Name:		First Name:		Middle Name:	
Address	Street	City	State	Zip Code	
Telephone Number(s)				Social Security Number	
Email address:					

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever been employed with us before? Yes No If Yes, give date: _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
(Proof of citizenship or immigration status will be required upon employment) Yes No

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Temporary/Seasonal

Are you currently on "lay-off" status and subject to recall? Yes No

Have you been convicted of a crime within the last 7 years? Yes No

If Yes, please explain _____

Education & Training

Name of School		Address	Course of study	Diploma Degree
High School				
Vocational School				
Undergraduate College				
Graduate Professional				

Interest in the Township of Derry

Describe why you are interested in employment with the Township of Derry.

Specialized Training

Describe any specialized training related to the position for which you are applying.

Special Skills and Qualifications

Summarize special skills/qualifications acquired from employment or other experiences.

Employment Experience

Start with your most recent position. Include any job-related military service assignments. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

Employer	Telephone	Dates Employed		Work Performed
		From	To	
Address				
Job Title	Hourly Rate/Salary			
	Starting	Final		
Supervisor				
Reason for Leaving				
Employer	Telephone	Dates Employed		Work Performed
		From	To	
Address				
Job Title	Hourly Rate/Salary			
	Starting	Final		
Supervisor				
Reason for Leaving				
Employer	Telephone	Dates Employed		Work Performed
		From	To	
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Employer	Telephone	Dates Employed		Work Performed
		From	To	
Address				
Job Title	Hourly Rate/Salary			
	Starting	Final		
Supervisor				
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

References

	<u>Name</u>	<u>Occupation</u>	<u>Telephone#</u>
Personal:	_____	_____	_____
Personal:	_____	_____	_____
Previous Employer:	_____	_____	_____

Applicant's Statement

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

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

I respectfully request and authorize that all information concerning my work record, school record, military record, reputation, and financial and credit status be furnished to the Derry Township Police Department. This includes any and all medical, physical and mental records or reports including all information of a confidential or privileged nature, and photostats of same if required. This information is to be used to assist the Derry Township Police Department in determining my qualifications and fitness for the position I am seeking.

I hereby release all organizations or others from any liability or damages which may result from furnishing the information requested above.

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 "under penalty," - A person commits a misdemeanor of the third degree if he makes a written false statement which he 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.

Signature of Applicant

Date

**Township of Derry
600 Clearwater Road
Hershey, PA 17033
(717) 533-2057, option 5
www.derrytownship.org**

**Township of Derry
Public Works
650 Clearwater Road
Hershey, PA 17033
(717) 533-2057, Option 4**

**Township of Derry
Library
701 Cocoa Avenue
Hershey, PA 17033
(717) 533-6555**

**Township of Derry
Community Development
600 Clearwater Rd
Hershey, PA 17033
(717) 533-2057, Option 2**

**Township of Derry
Parks and Recreation
605 Cocoa Avenue
Hershey, PA 17033
(717) 533-7138**

**Township of Derry
Police Department
620 Clearwater Road
Hershey, PA 17033
(717) 534-2202**