

**YORK TOWNSHIP**  
**190 Oak Road**  
**Dallastown, PA 17313**  
**(717) 741-3861**

**Application for Employment**  
**(Please Print)**

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources department.

Please submit completed application to [HR@YorkTownshipPA.gov](mailto:HR@YorkTownshipPA.gov) or in person at 190 Oak Rd, Dallastown, PA

Position(s) applied for \_\_\_\_\_ Date of application \_\_\_\_/\_\_\_\_/\_\_\_\_

Referral Source    \_\_\_ Advertisement    \_\_\_ Employee    \_\_\_ Relative    \_\_\_ Government Employment Agency  
                         \_\_\_ Walk-in                    \_\_\_ Private Employment Agency    \_\_\_ Other \_\_\_\_\_

Name of source (if applicable) \_\_\_\_\_

NAME \_\_\_\_\_

LAST

FIRST

MIDDLE

ADDRESS \_\_\_\_\_

STREET

CITY

STATE

ZIP CODE

TELEPHONE # \_\_\_\_\_ CELL# \_\_\_\_\_ E-MAIL \_\_\_\_\_

If necessary, best time to call you at home is ..... \_\_\_\_ am/pm to \_\_\_\_ am/pm

May we contact you at work? \_\_\_\_yes \_\_\_\_no If yes, work number \_\_\_\_\_ Best time to call \_\_\_\_ am/pm to \_\_\_\_ am/pm

Are you legally eligible for employment in this country?..... \_\_\_\_yes \_\_\_\_no

If you are under 18 and it is required, can you furnish a work permit?..... \_\_\_\_yes \_\_\_\_no

If no, please explain \_\_\_\_\_

Have you submitted an application for any position at York Township before? \_\_\_\_yes \_\_\_\_no If yes, give date & position

\_\_\_\_\_

Have you ever been employed by York Township before? \_\_\_\_yes \_\_\_\_no If yes, give dates From \_\_\_\_\_ To \_\_\_\_\_

Date available for work..... \_\_\_\_\_ Desired salary range .....\$ \_\_\_\_\_

Type of employment desired    \_\_\_ Full-time    \_\_\_ Part-time    \_\_\_ Temporary    \_\_\_ Seasonal    \_\_\_ Educational Co-op

Are you available to work days? \_\_\_\_yes \_\_\_\_no Evenings? \_\_\_\_yes \_\_\_\_no Weekends? \_\_\_\_yes \_\_\_\_no

Will you travel if job requires it?..... \_\_\_\_yes \_\_\_\_no

Will you work overtime if required?..... \_\_\_\_yes \_\_\_\_no If no, please explain \_\_\_\_\_

Have you ever been bonded?..... \_\_\_\_yes \_\_\_\_no

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime?..... \_\_\_\_yes \_\_\_\_no

If yes, please provide date(s) and details \_\_\_\_\_

Are there any criminal charges pending against you at this time? ..... \_\_\_\_yes \_\_\_\_no

If yes, please provide date(s) and details \_\_\_\_\_

Answering "yes" to these questions does not constitute an automatic bar to employment. Factors such as the date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Driver's license number \_\_\_\_\_ State \_\_\_\_\_ Class \_\_\_\_\_ Endorsements \_\_\_\_\_ CDL \_\_\_\_yes \_\_\_\_no

## AN EQUAL OPPORTUNITY EMPLOYER

### Employment History

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comments section below.

Employer	Telephone #	Dates Employed From      To	Summarize the type of work performed and job responsibilities
Address			
Starting Job Title/Final Job Title		Starting Hourly Rate/Salary	
Immediate Supervisor and Title		\$      Per	
Reason for Leaving		Final Hourly Rate/Salary	
May we contact for reference? <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> later		\$      Per	

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Address			
Starting Job Title/Final Job Title		Starting Hourly Rate/Salary	
Immediate Supervisor and Title		\$      Per	
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May we contact for reference? <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> later		\$      Per	

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Reason for Leaving		Final Hourly Rate/Salary	
May we contact for reference? <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> later		\$      Per	

**Comments** including explanation of any gaps in employment \_\_\_\_\_



**APPLICANT STATEMENT**

I certify that all information I have provided (including additional information as attached) in order to apply for and secure work with York Township is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) immediately discharge me from the Township’s service, whenever it is discovered.

I expressly authorize, without reservation, the Township, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the Township, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the Township does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 90 days. At the conclusion of that time, if I have not heard from the Township and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the Township reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the Township is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the President of the York Township Board of Commissioners.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**- - Township Use Only - -**

Interviewed By:		Date
Position	Department	
Start Date	Rate	Hours