



HORSHAM TOWNSHIP

Employment Application Form

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

Date Filled out: _____

Name: _____
(Last) (First) (Middle)

Present Address: _____
(Number) (Street) (City) (State) (Zip)

How long have you been at your present address: _____

H Phone: _____ C Phone: _____ E-mail: _____

If under 18 only, please list age: _____

Days/Hours Available to work

No Pref _____ Thur _____

Mon _____ Fri _____

Tue _____ Sat _____

Wed _____ Sun _____

Position Applied for: _____

and salary desired: _____

How many hours can you work weekly? _____ Can you work nights? _____

Employment Desired: FULL-TIME ONLY PART-TIME ONLY FULL OR PART TIME

When are you available to begin working? _____

	Name of School	Location (Complete Mailing Address)	# of Years Completed	Major & Degree
HIGH SCHOOL				
College				
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME? No Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

_____ .

Do you have a valid Drivers License? No Yes

What is your means of transportation to work? _____

CDL Applicants Only:

Driver's License Number: _____ State of Issue: _____

Expiration Date: _____

Have you had any accidents during the past three years? No Yes How Many? _____

Have you had any moving violations during the past three years? No Yes How Many? _____

Work Experience: Please list your work experience for the past beginning with your most recent job held. If you were self-employed, give company name. Attach resume if needed

Name of Employer	Name of last Supervisor	Employment Dates	Pay or Salary
Address			
City, State, Zip		From:	Start:
Phone Number		To:	Final:
Your Last Job Title:			

Reason for leaving (be specific):

List the jobs you held, duties preformed, skills used or learned, advancements or promotions while you worked at this company:

Name of Employer	Name of last Supervisor	Employment Dates	Pay or Salary
Address			
City, State, Zip		From:	Start:
Phone Number		To:	Final:
Your Last Job Title:			

Reason for leaving (be specific):

List the jobs you held, duties preformed, skills used or learned, advancements or promotions while you worked at this company:

Name of Employer Address City, State, Zip Phone Number	Name of last Supervisor	Employment Dates	Pay or Salary
		From: To:	Start: Final:
	Your Last Job Title:		

Reason for leaving (be specific):

List the jobs you held, duties preformed, skills used or learned, advancements or promotions while you worked at this company:

Name of Employer Address City, State, Zip Phone Number	Name of last Supervisor	Employment Dates	Pay or Salary
		From: To:	Start: Final:
	Your Last Job Title:		

Reason for leaving (be specific):

List the jobs you held, duties preformed, skills used or learned, advancements or promotions while you worked at this company:

Military Service:

Have you ever been in the armed forces? No Yes

Are you currently a member of the National Guard? No Yes

Specialty: _____ Date Entered: _____ Discharge Date: _____

Please list any certifications that you have and the date in which they expire:

Please list two work-related reference other than relatives or pervious employers:

Name: _____	Name _____
Position: _____	Position: _____
Company: _____	Company: _____
Address: _____	Address: _____
_____	_____
Telephone: _____	Telephone: _____

An application form sometimes makes it difficult for a individual to adequately summarize a complete background. Use this space to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying:

APPLICATION FORM WAIVER

In exchange for the consideration of my job application by Horsham Township, I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Township practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Horsham Township, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the Township Manager or designee. Both the undersigned and Horsham Township may end the employment relationship at any time, without specified notice or reason. If employed, I understand that Horsham Township may unilaterally change or revise their benefits, policies and procedures.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Horsham Township permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release Horsham Township from any liability because of such contact.

I also understand that (1) Horsham Township has a drug and alcohol policy that provides for pre- employment testing; (2) Horsham Township will require a pre-employment physical based upon the essential functions of the applicable position; (3) Horsham Township will conduct reference and criminal background checks based upon the information provided; and (4) certain positions with Horsham Township will require that the employee be subject to routine drug testing. I agree to hold harmless Horsham Township for any reasonable and necessary information relevant to the employment process.

Signature of applicant _____ Date: _____

Horsham Township is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Township depends solely on your qualifications.

Thank you for completing this application form and for your interest in our Township.