

**Hempfield Township**  
**1132 Woodward Drive, Suite A**  
**Greensburg, PA 15601-9310**

**Application For  
Employment**

Hempfield Township is an equal opportunity Employer. All qualified applicants will be considered without regard to race, color, religion, national origin, ancestry, sex, non-job related disabilities or age (40 and over). All information requested on this application form is solicited for the purpose of determining abilities and skills required for proper job placement and to facilitate verification of the information requested.

**Instructions:** This application must be completed in its entirety.  
Please print in ink or type  
If, because of a disability, you need assistance in completing this application form, please notify the Township Secretary, (724) 834-7232

<b>Positioned applied for:</b>			
<input type="checkbox"/> Full time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Volunteer	
<b>Name</b>	Last	First	Middle
<b>Address</b>	City		State Zip
<b>Phone</b>	Day	Night	<b>For Full Time Public Works, Fire, Clerical Only:</b>
( )	( )		
<b>Social Security Number</b>	<b>Length of Residence</b>		<b>Drivers License</b> _____
— —			Number _____ State _____

Are you at least 18 years old?  Yes  No  
If no, do you have a work permit?  Yes  No

Are you a United States citizen or authorized to work in the United States?  Yes  No  
(Proof of citizenship or immigration status will be required upon employment.)

Have you ever filed an application with Hempfield Township?  Yes  No  
If yes, give date \_\_\_\_\_

Have you ever been employed by Hempfield Township?  Yes  No  
If yes, give date \_\_\_\_\_

May we contact your current employer?  Yes  No  
If no, please identify someone familiar with your performance for your current employer that we may contact.

\_\_\_\_\_ Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Can You Work: Evenings?  Yes  No  
Nights?  Yes  No  
Weekends?  Yes  No

## Education

<b>Last High School Attended:</b> <hr/> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Name</span> <span>Location</span> </div>	<b>Highest grade completed:</b> (circle one) <div style="display: flex; justify-content: center; gap: 20px;"> <span>9</span> <span>10</span> <span>11</span> <span>12</span> </div>	<b>Do you have a High School Diploma or G.E.D. certificate?</b> <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Yes                 <input type="checkbox"/> No             </div>	
Colleges, universities, trade or technical schools or apprenticeship programs:			
Name	Location	Number of years/ months attended	Degree, credits, certificates or licenses

## Military

Branch of Service	Length of Service	Rank at Separation/Type Discharge
Reserve Requirements	Specialized Training	

## Other Qualifications

Describe the types of equipment you are capable of operating (machines, vehicles, computers, etc.).	List any trade, professional or skills certificates you hold.
Summarize special skills, abilities or experiences which qualify you for this position.	

## Background

**ALL APPLICANTS:**

Have you ever been convicted of a criminal offense involving dishonesty; breach of trust; offenses against children; use, possession, distribution, sale, or manufacture of drugs, violence or threats of violence or use of weapons for which you have not been pardoned or which has not been expunged?  Yes  No

If yes, explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*NOTE: Criminal convictions are not necessarily a bar to employment; all relevant circumstances will be considered.*

## Employment History – (Full & Part Time Only)

List all employment for the past ten years, beginning with current or most recent position.

Employer	Dates Employed From                  To	Job Title
Address		Description of Duties
Supervisor's Name		
Supervisor's Number		Reason for Leaving
Hourly Rate/Salary Starting                          Ending		
Will this supervisor/employer give a good job reference?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, explain _____		
Were you:		
Discharged or asked to resign by this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Ever disciplined (given a written warning, suspended, denied a pay increase, etc.) by this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Ever counseled or warned about excessive absenteeism or tardiness by this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes to any of the above, please explain _____		

Employer	Dates Employed From                  To	Job Title
Address		Description of Duties
Supervisor's Name		
Supervisor's Number		Reason for Leaving
Hourly Rate/Salary Starting                          Ending		
Will this supervisor/employer give a good job reference?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, explain _____		
Were you:		
Discharged or asked to resign by this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Ever disciplined (given a written warning, suspended, denied a pay increase, etc.) by this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Ever counseled or warned about excessive absenteeism or tardiness by this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes to any of the above, please explain _____		

Employer	Dates Employed From                  To	Job Title
Address		Description of Duties
Supervisor's Name		
Supervisor's Number		Reason for Leaving
Hourly Rate/Salary Starting                          Ending		
Will this supervisor/employer give a good job reference?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, explain _____		
Were you:		
Discharged or asked to resign by this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Ever disciplined (given a written warning, suspended, denied a pay increase, etc.) by this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Ever counseled or warned about excessive absenteeism or tardiness by this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes to any of the above, please explain _____		

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

## References

Please list three other than relatives or former employers:

	Name/Address	Phone Number	Relationship
1.			
2.			
3.			

### CERTIFICATION, AUTHORIZATION, AND AGREEMENT

*"I certify that the information supplied by me on this application form and in my resume, if any, is true and complete and does not contain any falsifications, omissions, or concealments of material fact. I authorize Hempfield Township to investigate the truth of this information and of any other information I may supply during a pre-employment interview. I further authorize every school, employer, person, and agency identified by me on this form or in my resume to release any and all verifying information Hempfield Township may solicit from it or them. I further authorize Hempfield Township to investigate my criminal history and other aspects of my personal history, including my character and general reputation. If my application is denied in whole or in part because of information contained in a criminal history records report, Hempfield Township will so advise me."*

*"I hereby release all law enforcement agencies, my former employers, all educational institutions and programs and every other person identified by me on this form or in my resume from liability for any damage or injury to me arising out of the release of information requested by Hempfield Township."*

*"I understand and agree that Hempfield Township's acceptance of this employment application does not constitute any promise, express or implied, that I will be hired. I further understand that Hempfield Township does not guarantee anyone employment for any specific length of time. I therefore agree that, if I am hired, my employment may be terminated by either me or by Hempfield Township at any time without notice or cause."*

*"I further understand and agree that any offer of employment Hempfield Township may make to me (and, if I am hired, my continued employment) will be contingent upon my submission of evidence verifying that I am authorized to work in the United States and may be contingent upon my taking and passing physical examination and drug tests."*

*"I certify that I am not a party to any contract or other obligation which would limit, interfere with or restrict my ability to work for Hempfield Township."*

*"I hereby acknowledge that I have read this section of the employment application and fully understand the meaning and effect of signing this form."*

**Hempfield Township Board of Supervisors**  
**R.D. 6, Box 500**  
**Greensburg, PA 15601**  
**(724) 834-7232**

\_\_\_\_\_  
 Signed

\_\_\_\_\_  
 Date

**HEMPFIELD TOWNSHIP IS AN EQUAL OPPORTUNITY GOVERNMENT**