

# WARWICK TOWNSHIP

Bucks County, Pennsylvania

## Application For Employment

Warwick Township is an Equal Opportunity Employer. Our policy is aimed at assuring equal treatment to all individuals with regard to employment, rates of pay and all other terms and conditions of employment regardless of race, religion, color, national origin, sex, age, ancestry, veteran's status or non-job related physical or mental handicap or disability.

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### PERSONAL INFORMATION

Today's Date: \_\_\_\_\_

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Present Address \_\_\_\_\_ Phone \_\_\_\_\_  
Street City State Zip

List Any Relatives Working For Us: \_\_\_\_\_

Do you know any current employees of Warwick Township? If yes, please list \_\_\_\_\_

Are You Over 18 Years of Age? Yes \_\_\_\_\_ No \_\_\_\_\_

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### EMPLOYMENT DESIRED

Date Available for work \_\_\_\_\_ Department \_\_\_\_\_

Position \_\_\_\_\_ Full Time Part Time Seasonal

If part time, specify days and hours \_\_\_\_\_

Are you prepared to present proof of United States Citizenship or that you are legally authorized to work in the U.S. ?

Yes \_\_\_\_\_ No \_\_\_\_\_

Are you able to perform the essential functions of the position desired?

Yes \_\_\_\_\_ No \_\_\_\_\_

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### EDUCATION

Name and Location	No. of Years Completed?	Did You Graduate?	Degree or Diploma?
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Graduate School	_____	_____	_____
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College	_____	_____	_____
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Trade, Business or Technical School	_____	_____	_____
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High School	_____	_____	_____
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Please describe additional skills, training or ability you would like to have us consider in evaluating your qualifications:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**EMPLOYMENT HISTORY** (List below last four employers, starting with current employer)

Employer \_ \_\_\_\_\_ From \_ \_\_\_\_\_ to \_ \_\_\_\_\_  
Address \_ \_\_\_\_\_ Final rate of pay: \_ \_\_\_\_\_  
Supervisor \_ \_\_\_\_\_ Job title: \_ \_\_\_\_\_  
Duties \_ \_\_\_\_\_  
Reason for leaving: \_ \_\_\_\_\_  
May we contact? \_ \_\_\_\_\_ If not, why not? \_ \_\_\_\_\_

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May we contact? \_ \_\_\_\_\_ If not, why not? \_ \_\_\_\_\_

Qualifications:

Please list computer skills you possess.

\_\_\_\_\_

List any certifications that you hold that have a bearing on your qualifications.

\_\_\_\_\_

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**REFERENCES**

Name three (3) persons, other than immediate family members or previous employers, who can serve as a character reference for you.

	<i>Name</i>	<i>Address</i>	<i>Occupation</i>	<i>Telephone Number</i>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

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**U. S. MILITARY SERVICE** Are you a veteran of the Armed Services? Yes  No 

If yes, what type of training or education did you receive while in the military?

\_\_\_\_\_  
\_\_\_\_\_

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I hereby give Warwick Township the right to make a thorough investigation into my previous employment, education, references and all statements made by me in connection with my application for employment; and I release from all liability all persons, companies and corporations supplying such information.

I understand that any false answer, statement or representation made by me in this application shall constitute sufficient cause for denial of employment or discharge. I also understand that nothing contained in this employment application or the granting of an interview is intended to create a contract between Warwick Township and myself for either employment or the granting of benefits. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon Warwick Township unless made in writing. If an employment relationship is established, I understand and agree that it is not for a definite period of time. I understand that my employment will be "at-will", which means that I have the right to terminate my employment at any time, with or without cause and with or without prior notice, and that Warwick Township has the right to terminate my employment at any time, with or without cause, and with or without prior notice.

I understand that any offer of employment is conditioned upon my successful completion of a pre-employment drug test.

I understand that, if accepted for employment, I will be required to abide by the rules and policies of Warwick Township and that I will be on six (6) months probation before being considered a regular employee.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_