

Tinicum Township Application for Employment

All applicants will be considered for employment without regard to race, religion, color, sex, national origin, age, marital or veteran status, medical condition or handicap, or any other status protected by law. We are an Equal Opportunity Employer.

PERSONAL (Please Print) Date ____/____/____.

Name _____
Last First Middle

Address _____
No Street City State Zip

Telephone No. () _____ Email _____

Referred by: Our Advertisement Friend or Relative Walk-in

Are you over 18 years of age? Yes No. *If NO, a work permit will be required.*

Are you legally eligible for employment in the United States? Yes No. *(If hired, verification will be required by law.)*

Position(s) applied for _____ Full Time Part Time

Date you are available to start work: ____/____/____ Salary or wages desired: \$_____ Hr. Wk.

Are you employed at the present time? Yes No. If hired, will you work overtime if required? Yes No.

Have you ever been convicted of a crime (excluding misdemeanors and traffic offenses)? _____. If YES, list convictions:

EDUCATION	NAME & LOCATION OF SCHOOL	COURSE OF STUDY	YEARS COMPLETED	DID YOU GRADUATE?
HIGH SCHOOL				
COLLEGE		MAJOR		
		DEGREE		
OTHER				

Please indicate the office machines you can operate: _____

Can you type? Yes No WPM ____ Do you have computer experience? Yes No. If YES, what type?: PC Macintosh Workstation.

Indicate below the software with which you have practical experience:

SOFTWARE: Word Excel PowerPoint Web Other: _____

GRAPHICS: Pagemaker Quark InDesign CAD Other: _____

BOOKKEEPING/ACCTG: Comp. Assoc. Peachtree BPI Intuit/Quicken Great Plains Other:

APPLICATION:

General Ledger Trial Balance Accounts Payable Accounts Receivable Payroll

Billing Other: _____

Other skills you would like us to know about: _____

PRIOR EMPLOYMENT

(Start with most recent employer)

Employer: _____	Phone: _____ ()	From: _____	To: _____
Address: _____ City, State, Zip		Position: _____	
Duties: _____		Supervisor's Name: _____	
_____		Starting Salary/Wages: _____	
Reason for leaving: _____		Final Salary/Wages: _____	
Employer: _____	Phone: _____ ()	From: _____	To: _____
Address: _____ City, State, Zip		Position: _____	
Duties: _____		Supervisor's Name: _____	
_____		Starting Salary/Wages: _____	
Reason for leaving: _____		Final Salary/Wages: _____	
Employer: _____	Phone: _____ ()	From: _____	To: _____
Address: _____ City, State, Zip		Position: _____	
Duties: _____		Supervisor's Name: _____	
_____		Starting Salary/Wages: _____	
Reason for leaving: _____		Final Salary/Wages: _____	

MILITARY SERVICE

BRANCH OF SERVICE	FROM	TO	RANK & DUTIES	DATE DISCHARGED

PERSONAL REFERENCES

NAME	ADDRESS	YEARS KNOWN	TELEPHONE

The above information is true and complete to the best of my knowledge. Should I be employed by the Company, any misrepresentation or false statement contained herein may be considered cause for possible dismissal. The Company, in compliance with the provisions of the Fair Credit Reporting Act of Sept. 1997, may contact directly or employ the services of investigative agencies to obtain all necessary information from the references I have listed, or any other sources, concerning my prior employment, personal history or credit standing. I reserve the right to know the names and addresses of any investigative agencies used in order that I may learn the information contained in any reports furnished to the Company.

I understand this application does not constitute an employment contract of any kind. Should I be employed by the Company, I may resign such employment at any time at my discretion with or without prior notice and the Company may terminate my employment at any time at their discretion, with or without cause and with or without prior notice.

Date: _____ Signature of Applicant: _____

DO NOT WRITE BELOW THIS LINE

<p>SUMMARY OF INTERVIEW: _____</p> <p>_____</p> <p>_____</p> <p>Accepted for employment: <input type="checkbox"/> Yes <input type="checkbox"/> No. Position: _____</p> <p>Starting Rate \$ _____ per <input type="checkbox"/> Hour <input type="checkbox"/> Week Scheduled to start work: ____/____/____.</p> <p>Interviewed by: _____ Date: ____/____/____.</p> <p>Approved by: _____ Date: ____/____/____.</p>
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