

North Coventry Township
845 S. Hanover Street
Pottstown, PA 19465

Return completed form to the above address attention:
Township Manager or E-mail twpmgr@northcoventry.us

APPLICATION FOR EMPLOYMENT
(AN EQUAL OPPORTUNITY EMPLOYER)

PERSONAL INFORMATION:

DATE: _____

NAME: _____
LAST FIRST MIDDLE

ADDRESS: _____
NO. STREET CITY STATE ZIP

PHONE NO.: _____ EMAIL ADDRESS: _____

ARE YOU 18 YEARS OR OLDER? YES NO

EMPLOYMENT DESIRED:

POSITION DATE YOU CAN START SALARY DESIRED

ARE YOU EMPLOYED NOW: _____
IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?

EVER APPLIED TO THIS COMPANY BEFORE? _____ WHEN? _____

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES YES NO

ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WHICH YOU ARE APPLYING (WITH OR WITHOUT REASONABLE ACCOMMODATION) THIS QUESTION IS NOT DESIGNED TO ELICIT INFORMATION ABOUT AN APPLICANT'S DISABILITY. PLEASE DO NOT PROVIDE INFORMATION ABOUT THE EXISTENCE OF A DISABILITY, PARTICULAR ACCOMMODATION, OR WHETHER ACCOMMODATION IS NECESSARY. THESE ISSUES MAY BE ADDRESSED AT A LATER STAGE TO THE EXTENT PERMITTED BY LAW.

NEED MORE INFORMATION ABOUT THE JOB'S "ESSENTIAL FUNCTIONS" TO RESPOND. YES NO

EXPLAIN ANY GAPS IN YOUR EMPLOYMENT, OTHER THAN THOSE DUE TO PERSONAL ILLNESS, INJURY OR DISABILITY.

HAVE YOU EVER BEEN FIRED OR ASKED TO LEAVE A JOB? YES NO

IF YES, PLEASE DESCRIBE _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME, EXCLUDING MISDEMEANORS AND SUMMARY OFFENSES, IN THE PAST 10 YEARS, WHICH HAS NOT BEEN ANNULLED OR EXPUNGED OR SEALED BY A COURT? YES NO
IF YES PLEASE DESCRIBE _____

REFERENCES:

(Give the names of at three persons not related to you who have known you at least one year)

NAME & OCCUPATION	ADDRESS	TELEPHONE NUMBER	YEARS ACQUAINTED
2			
3			

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Employment Experience

Place an X by the employer(s) you DO NOT want us to contact. List your most recent employer first.

Employer _____
Contact Name _____
Address _____ Phone(____) _____
Job Title _____ Supervisor _____
Dates employed: from (mm/ ____ / ____ to (mm/yy) ____ / ____ Hourly rate/salary: starting ____ / ____ final ____ / ____
yy) Work performed _____
Reason for leaving _____

Employer _____
Contact Name _____
Address _____ Phone(____) _____
Job Title _____ Supervisor _____
Dates employed: from (mm/ ____ / ____ to (mm/yy) ____ / ____ Hourly rate/salary: starting ____ / ____ final ____ / ____
yy) Work performed _____
Reason for leaving _____

Employer _____
Contact Name _____
Address _____ Phone(____) _____
Job Title _____ Supervisor _____
Dates employed: from (mm/ ____ / ____ to (mm/yy) ____ / ____ Hourly rate/salary: starting ____ / ____ final ____ / ____
yy) Work performed _____
Reason for leaving _____

Employer _____
Contact Name _____
Address _____ Phone(____) _____
Job Title _____ Supervisor _____
Dates employed: from (mm/ ____ / ____ to (mm/yy) ____ / ____ Hourly rate/salary: starting ____ / ____ final ____ / ____
yy) Work performed _____
Reason for leaving _____

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Educational Background

High School: _____ Location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

College: _____ Location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

Graduate School: _____ Location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

Vocational Training/Other: _____ Location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

Continuing Education _____

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false or misleading information, omissions or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to the Township's rules and regulations, and I understand that these rules and/or the employee handbook do not form a contract of employment either expressed or implied, and I agree that my employment and compensation can be terminated, with or without cause and with or without notice, at any time, at either my or the Township's option.

I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice, at any time by the Township. I understand that no Township representative, other than the Township Manager, and then only when in writing and signed by the Township Manager, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the forgoing.

Applicant's signature _____ Date _____

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Road Department Information Experience and Background

Please list all certifications and/or licenses you possess.

Please indicate years of experience with the following;

Backhoe years experience _____ Loader years experience _____ Skid Loader years
experience _____ Roller years experience _____ Paver years experience _____ Mower
years experience _____ Paving years experience _____ Concrete years
experience _____ Excavating years experience _____ Pipe years experience _____
Snow plowing years experience _____ List Others: _____

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false or misleading information, omissions or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to the Township's rules and regulations, and I understand that these rules and/or the employee handbook do not form a contract of employment either expressed or implied, and I agree that my employment and compensation can be terminated, with or without cause and with or without notice, at any time, at either my or the Township's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice, at any time by the Township. I understand that no Township representative, other than the Township Manager, and then only when in writing and signed by the Township Manager, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the forgoing.

Applicants Signature _____

Date _____