

# Township of Spring

2850 Windmill Road  
Sinking Spring, PA 19608

[www.springtwpberks.org](http://www.springtwpberks.org)

610.678.5393

## EMPLOYMENT APPLICATION

The Township of Spring does not discriminate in hiring or employment on the basis of race, color, religion, sex, age, national origin, veteran status, sexual orientation, gender identity, disability or any other basis of discrimination prohibited by law. No question on this application is intended to secure information to be used for such discrimination. In order to be considered an applicant, you must apply for one or more of those positions which are currently open and possess the minimum qualifications for the position(s).

**Veteran's Preference:** Are you claiming eligibility for Veteran's Preference?  Yes  No (If YES, please attach copy of DD214 form)

### Work Preference

Position(s) for which you are applying:

Type of employment desired:

Full Time  Part Time  Seasonal

Indicate the amount of hours you are available per week:

Date available to start:

### General Information

FULL NAME:

SOCIAL SECURITY # (optional)

ADDRESS

TELEPHONE (Home)

CITY

STATE

ZIP CODE

TELEPHONE (Cell)

E-MAIL ADDRESS:

Have you ever filed an application with The Township of Spring before?

Yes  No

Have you even been employed by The Township of Spring before?

Yes\*  No

\*If yes, please give dates: From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_

Are you on a lay-off and subject to recall?

Yes  No

Have you ever been terminated from a position for poor performance or misconduct? If yes, please explain:

Yes\*  No

*Please be advised that if selected for employment, you will be required to provide proof that you are legally eligible to be employed in the United States.*

*Please also be advised that if you are selected as a finalist for a position, part of the background check includes a criminal history check and/or child abuse clearance. Convictions are not an automatic disqualification to employment and all qualified applicants are encouraged to apply. The specific offense/criminal record is evaluated on an individual basis which*

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*considers, at minimum, the essential functions and nature of the job and the seriousness/classification, circumstances, and age of the offense(s).*

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Educational Background				
Name of School	City & State	Major course of study	Circle last year completed	Degree or Diploma
High School or Prep School			9 10 11 12	
College or Technical School			1 2 3 4	
College (Advanced Degree)			1 2 3 4	

List particular skills which you feel especially qualify you for the position you seek with this organization. **Include, if applicable, specialized certifications or licenses**, computer knowledge and experience level, language fluency, equipment operation, skilled trade knowledge, etc.):

<i>To be completed by applicant for office/clerical work</i>			<i>To be completed by applicant for garage/maintenance work</i>	
<b>Typing</b>	Yes No	Words per minute:	Type of vehicles and equipment operated	Years of experience
<b>Dictation</b>	Yes No	Words per minute:		
<b>Computer Skills</b>				
Hardware Used:				
Software Used:				
Computer Skill Level <i>(circle)</i>	BASIC	MODERATE	ADVANCED	

<b>Employment History</b> List each position held. Start with your present or last job. <b><u>DO NOT WRITE "SEE RESUME"</u></b>			
Company Name			
Address - Street		City	State      Zip Code
Employed From (Mo./Yr.)	Position Title	Supervisor Name, Title (plus contact information)	
Employed To (Mo./Yr.)	Description of duties, responsibilities and/or significant accomplishments		
Salary - Starting		Salary - Ending	
Hours Worked Weekly	Reason For Leaving		

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Company Name				
Address - Street		City	State	Zip Code
Employed From (Mo./Yr.)	Position Title	Supervisor Name, Title (plus contact information)		
Employed To (Mo.-Yr.)	Description of duties, responsibilities, and/or significant accomplishments			
Salary - Starting		Salary - Ending		
Hours Worked Weekly	Reason For Leaving			
Company Name				
Address - Street		City	State	Zip Code
Employed From (Mo./Yr.)	Position Title	Supervisor Name, Title (plus contact information)		
Employed To (Mo.-Yr.)	Description of duties, responsibilities, and/or significant accomplishments			
Salary - Starting		Salary - Ending		
Hours Worked Weekly	Reason For Leaving			

For seasonal positions, a minimum of 2 positive references from individuals other than friends or family members must be obtained. If your work history above is insufficient to provide 2 reference contacts, please provide additional references below (i.e. former or current teachers, professors, directors from organizations for which you have volunteered, etc). **Note: For full-time and/or professional level positions, work related references must be obtained and provided above in the employment history section.**

Name of Reference	Position/Title & Where Employed	Relationship to You (i.e. former teacher, etc.)	Phone Number

**Please indicate any current certifications (i.e. CPR, First Aid, Emergency Vehicle, EMT, etc.) and/or background clearances you have that relate to the position for which you are applying:**

Clearance/Certification	Date Obtained	Expiration Date (if any)		Other (Please List)	Date Obtained	Expiration Date (if any)
Child Abuse Clearance						
FBI Background Check						
Criminal History (PA State)						

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I certify that the information contained on this application is correct to the best of my knowledge and understand that falsification of this information is grounds for dismissal if employed by the Township of Spring. I further understand that this application is not intended to be a contract of employment, nor does this application obligate the Township of Spring in any way if it decides to employ me.

I authorize the employers/supervisors listed above to give the Township of Spring any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing said information to the Township of Spring.

Please identify any employers/supervisors you do NOT wish the Township of Spring to contact and reason not to contact:

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The Township of Spring is hereby authorized to investigate my past employment, professional and other licensure and/or certifications, criminal record, child abuse record, driving record and military record through its Human Resource Department or its designee. For the purpose of verifying my qualifications for employment, the Township of Spring is authorized to obtain educational records and information relating to courses taken, my performance in those courses, degrees and awards received by me as well as disciplinary actions taken against me while enrolled. In the event an investigation reveals convictions or security related issues, I understand my employment, or consideration for employment, could be terminated immediately.

I understand that passing a drug test is a condition of employment for regular full-time and part-time (non-seasonal) positions and, if an employment offer is extended, depending upon the requirements of the position for which I am being hired, I may be required to take, pass, and complete job-related physical and agility examinations along with psychological and polygraph examinations before commencing my duties.

No representative of the Township of Spring has any authorization to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

If employed by the Township of Spring, I agree to conform to its policies and procedures. Unless otherwise governed by a collective bargaining agreement, employment at the Township of Spring is at will; i.e., either you or the Township of Spring may discontinue employment at any time, for any or no reason, with or without notice.

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Applicant's Signature

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Date