## **Township of Spring**

2850 Windmill Road Sinking Spring, PA 19608

www.springtwpberks.org 610.678.5399

#### **EMPLOYMENT APPLICATION – Parks and Recreation Department**

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?	es   No (If YES, please attach				
Work Preference					
Position(s) for which you are applying: Playground Leader					
Type of employment desired:					
☐ Full Time ☐ Part Time	X 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:	•				
Do you have the legal right to live and work in the United States? (If hired, you will be required to provide proof of your identity and right to work in this country in accordance with existing immigration laws.)	s				
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?					
*If yes, please give dates: From:// To://	□ Yes* □ No				
Please 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 considers, at minimum, the essential functions and nature of the job and the seriousness/classification, circumstances, and age of the offense(s).					
Please list dates you are available for an interview (i.e. Winter or Spring break,etc):					

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		610.6	78.5399						
Educational Background									
Name of Scho	ool	City & State		Ma	jor course of study	udy Circle last year completed		Degree or Diploma	
High School or Prep School							10 1°		
College or Technical School						1	2 ;	3 4	
College (Advanced Degree)						1		3 4	
Please list relevant activities	in which you have partic	cipated while in high	school or	 college:					
List any other particular skills									
applicable, specialized certifi	ications or licenses, lang	juage fluency, related	1 coursewo	ork ang/o	r workshops and semina	rs you	have a	ttendea	.):
Please check any of the following	lowing items for which y	ou have experience a	and/or you	feel capa	able of teaching (list any a	dditio	nal iter	ns in th	e blank spaces,
Arts & Crafts	Baseball		The	eater					
Puppetry	Softball								
Table Games	Song Gan	nes/Singing							
Modern Dancing	Kickball								
Story Telling Group	Soccer								
Organized Games	Basketbal								
Nature Study	Dodgeball	(							
Tennis	Volleyball								
Employment History L	ist each position held	. Start with your p	resent or	last job.	DO NOT WRITE "SEE	RESU	JME"		
Company Name									
Address - Street			City		State			Zip C	ode
Employed From (Mo./Yr.)	Position Title				Supervisor Name, Title	(plue	contac	tinform	ation)
Employed From (MO./11.)	Position Title				Supervisor Name, Title	(pius	contact	I INIOTIII	ation)
Employed To (Mo./Yr.)	Description of dutie	s, responsibilities an	d/or signif	icant acc	omplishments				
Salary - Starting	_		Salary - Eı	nding	1				
Hours Worked Weekly	Reason For Leaving								
Company Name									

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Address - Street			City	State		Zip Code	)
Employed From (Mo./Yr.)	Position Title			Supervisor Name,	Title (plus	s contact informatio	in)
Employed To (MoYr.)	Description of d	uties, responsibilitie	s, and/or significant ad	ccomplishments			
Salary - Starting			Salary - Ending				
Hours Worked Weekly	Reason For Lea	ving	- 11		<u>I</u>		
Company Name	<u> </u>						
Address - Street			City	State	)	Zip Code	<u> </u>
Employed From (Mo./Yr.)	Position Title	Position Title Supervisor Name,			Title (plus contact information)		
Employed To (MoYr.)	Description of d	uties, responsibilitie	s, and/or significant ac	ccomplishments			
Salary - Starting			Salary - Ending				
Hours Worked Weekly	Reason For Leaving						
For seasonal positions, a min your work history above is insteachers, professors, director level positions, work related	sufficient to prov s from organiza d references m	ide 2 reference co tions for which you ust be obtained a	ntacts, please provi nave volunteered, nad provided abov	de additional refer etc). <b>Note: For</b> e in the employm	ences be full-time	elow (i.e. former o and/or professiony ory section.	r curren
Name of Reference	Position/T	itle & Where Employ	d Relationship to You (i.e. former teacher, etc.)		Phone Number		
Please indicate any current	certifications (	i.e. teaching cert	ification, CPR, Fire	st Aid) and/or bac	kground	d clearances you	ı have:
Clearance/Certification	Date Obtained	Expiration Date (if any)	Other (Please L		e ained	Expiration Date (if any)	
Child Abuse Clearance							
FBI Background Check							
Criminal History (PA State)							

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.

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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:

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 full-time and part-time regular (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.

Applicant's Signature	Date	

#### **RETURN COMPLETED APPLICATION TO:**

Township of Spring Attn: Parks and Recreation Department 2850 Windmill Road Sinking Spring, PA 19608

Or email to: ljack@springtwpberks.org