



VALLEY TOWNSHIP
APPLICATION FOR EMPLOYMENT
AN EQUAL OPPORTUNITY EMPLOYER

PLEASE NOTE: Complete all parts of the application by printing or typing. If you have no information to enter in a section, please write N/A. Return completed applications to Valley Township, 1145 W. Lincoln Hwy., Coatesville, PA 19320

Name _____
Last First Middle

Current Address _____
Street
City State Zip

Temporary Address _____
Street
City State Zip

Day time Phone () _____ **Cell Phone** () _____

Evening Phone () _____

E-Mail Address _____

Are You 18 Years of Age or Older? ☐ Yes ☐ No (If younger than 18, list Birth date) ____ / ____ / ____

Do you have relatives currently working for Valley Township? ☐ Yes ☐ No

If yes, what position _____

Have you applied to the Township before? ☐ Yes ☐ No If Yes, when _____

Employment Desired: ☐ FULL TIME ☐ PART TIME ☐ SEASONAL

Position Applied For: _____

Can You Perform the Essential Functions of the Position that You are Applying For? ☐ Yes ☐ No

Date You are Available _____ **Are You Employed Now?** ☐ Yes ☐ No

Do you object to working overtime? ☐ Yes ☐ No

Can you work overtime without prior notice? ☐ Yes ☐ No

Education and Training History**List the High School / GED School Attended: Name, City, State, Zip Code and year diploma or GED received. *****Mark the highest level of education completed:**☐ Some HS ☐ HS/GED ☐ Associate ☐ Bachelor ☐ Master ☐ Doctoral

Colleges and Universities Attended	Major Course of Study	Degree (if any) and Year Received*

* Graduation year is used for verification purposes only

Other Education Completed / Certifications, Licenses, Etc.*Note: The information provided should directly relate to the duties of the position for which you are applying.*Do you have a valid driver's license? ☐ Yes ☐ No Commercial Drivers License? ☐ Yes ☐ No

State and Expiration date: _____ Driver's License Number: _____

Military Service**Have you served in the U. S. Armed Forces, including the U.S. Reserve or State Guard?** ☐ Yes ☐ No*If Yes, complete the following:*

Branch _____ Date Entered _____

Date Discharged _____ Highest rank: _____

Nature of duties and responsibilities: _____

Employment Record: List your previous four employers, starting with the most recent one first.

May we contact: Your past Employers? ☐ Yes ☐ No Your present Employer? ☐ Yes ☐ No

Company Name: _____ Position/Title: _____

Address: _____

Employed from: _____ to _____ Wage/salary: \$ _____

Telephone: _____ Supervisor: _____

Reason for Leaving: _____

Major Duties: _____

Company Name: _____ Position/Title: _____

Address: _____

Employed from: _____ to _____ Wage/salary: \$ _____

Telephone: _____ Supervisor: _____

Reason for Leaving: _____

Major Duties: _____

Company Name: _____ Position/Title: _____

Address: _____

Employed from: _____ to _____ Wage/salary: \$ _____

Telephone: _____ Supervisor: _____

Reason for Leaving: _____

Major Duties: _____

Company Name: _____ Position/Title: _____

Address: _____

Employed from: _____ to _____ Wage/salary: \$ _____

Telephone: _____ Supervisor: _____

Reason for Leaving: _____

Major Duties: _____

Professional References: Provide the names and requested information for three (3) persons NOT related to you, who have known you for at least one year who would know your qualifications and/or character.

Name	Address and Phone Number	Relationship	Years Acquainted

Have you ever plead no contest, plead guilty, or been found guilty of a misdemeanor or felony offense?

☐ Yes ☐ No

If YES provide dates and nature of offense(s), place of occurrence, and the name and address of the police department or court involved. A criminal record will not necessarily disqualify an applicant from employment.

Has your driver's license ever been suspended? ☐ Yes ☐ No If yes, for what reason?

APPLICANT'S PRE-EMPLOYMENT AGREEMENT

Applicant: Please read carefully before signing this application

I understand that submission of an application does not guarantee employment. I further understand that employment obtained with Valley Township is employment at will unless otherwise stated in a collective bargaining agreement, for no specified duration and may be terminated either by the Township or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of Valley Township representatives used during the employment process is deemed a contract of employment real or implied.

In consideration for employment with Valley Township; if employed, I agree to conform to the rules, regulations, policies and procedures. I understand that if offered a position, I may be required to submit to a pre-employment medical examination, drug screening and background checks as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre -employment checks will result in my withdrawal of any employment offer or termination of employment if already employed.

I understand that I will be required to provide documentation of identity and employment eligibility prior to starting employment as required by the Immigration Reform and Control Act of 1986.

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may also be punishable by law. I understand that any information I give may be investigated and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I UNDERSTAND AND AGREE TO THE ABOVE STATEMENTS.

Signature of Applicant

Date of Signing

Valley Township is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, gender, age, marital status, veteran eligibility, disability, national origin, or any other legally protected status. No question on this application is asked for the purpose of disclosing any applicant's legally protected status. Applicants requiring accommodation in the application or hiring process should contact the Township Manager.