



TOWNSHIP OF MOON

1000 Beaver Grade Road, Moon Township, PA 15108 412.262.1700 ♦ moontwp.us

APPLICATION FOR EMPLOYMENT

Moon Township is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, religion, sex, national origin, ancestry, age, sexual orientation, gender identity, genetic information, disability, or any other characteristic protected by law. All information requested on this application form is solicited for the purpose of determining abilities and skills required for proper job placement and to facilitate verification of the information requested.

Instructions:

This application must be completed in its entirety. Please print in ink or type. If you need assistance in completing this application form because of a disability, please notify the Assistant Manager at (412) 262-1700.

Full Time Part Time Position Desired: _____

Name: _____
Last Middle First

Address: _____
Street City State Zip Code

Phone: _____
Daytime Evening

Police, Fire and Public Works Applicants **ONLY**:

Driver's License Number: _____ Issuing State: _____

Select One

- Yes No Are you at least 18 years old?
- Yes No If no, do you have a work: permit?
- Yes No Are you a United States citizen or authorized to work in the United States? (Proof of citizenship or immigration status will be required upon employment)
- Yes No Have you ever been employed by Moon Township: If yes, give date(s).

- Yes No May we contact your current employer? If no, please identify someone familiar with your performance that we may contact.

Name

Phone Number

Can you work:

Yes No Weekdays?

Yes No Evenings?

Yes No Weekends?

EMPLOYMENT HISTORY

List all employment for the past ten years, beginning with current or most recent position.

Employer: _____ Job Title: _____

Dates Employed: _____

Address: _____

Supervisors Name: _____ Supervisor's Number: _____

Hourly Rate/Salary- Starting: _____ Ending: _____

Description of Duties:

Reason for Leaving:

Employer: _____ Job Title: _____

Dates Employed: _____

Address: _____

Supervisors Name: _____ Supervisor's Number: _____

Hourly Rate/Salary- Starting: _____ Ending: _____

Description of Duties:

Reason for Leaving:

Employer: _____ Job Title: _____

Dates Employed: _____

Address: _____

Supervisors Name: _____ Supervisor's Number: _____

Hourly Rate/Salary- Starting: _____ Ending: _____

Description of Duties:

Reason for Leaving:

EDUCATION

Last High School Attended: _____

Highest Grade Completed: _____

Do you have a High School Diploma or G.E.D. Certificate? _____

Colleges, Universities, Trade or Technical Schools or Apprenticeship Programs:

Name	Location	Degree	Years
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MILITARY

Branch of Service: _____ Length of Service: _____

Rank at Separation: _____ Reserve Requirements: _____

Specialized Training: _____

OTHER QUALIFICATIONS

Summarize special skills, abilities or experiences which qualify you for this position.

REFERENCES

Please list three references other than relatives or former employers:

Name Relationship

Address Phone Number

Name Relationship

Address Phone Number

Name Relationship

Address Phone Number

Yes No Have you ever been convicted of a felony or misdemeanor?

If YES, explain. _____

Please attach a resumé if available.

CERTIFICATION, AUTHORIZATION AND AGREEMENT

"I certify that the information supplied by me on this application and in my resume, if any, is true and complete and does not contain any falsifications, omissions or concealment of material fact. I authorize Moon Township to investigate the truth of this information and of any other information that may be supplied during a pre-employment interview. I further authorize every school, employer, person, and agency identified by me on this form or in my resume to release any and all verifying information Moon Township may solicit from it or them. I further authorize Moon Township to investigate any felony or misdemeanor convictions in my criminal history which are directly related to my suitability for employment in the position for which I have applied. If my application is denied in whole or in part because of information contained in a criminal records report, Moon Township will advise me."

"I hereby release all, law enforcement agencies, my former employers, and educational institutions and programs and every other person identified by me on this form or in my resume from liability for any damage or injury arising out of the release of information requested by Moon Township."

"I understand and agree that Moon Township's acceptance of this employment application does not constitute any promise, expressed or implied, that I will be hired. I further understand that Moon Township does not guarantee anyone employment for any specific length of time. I therefore agree that, if I am hired, my employment is at-will and may be terminated by either me or by Moon Township without notice or cause."

"I further understand and agree that any offer of employment Moon Township may make to me (and, if I am hired, my continued employment) will be contingent upon my submission of evidence verifying that I am authorized to work in the United States and may be contingent upon my taking and passing physical examinations and drug tests."

"I certify that I am not a party to any contract or other obligation which would limit, interfere with or restrict my ability to work for Moon Township in anyway."

"I hereby acknowledge that, have read this section of the employment application and fully understand the meaning and effect of signing this form."

Signed _____

Date _____

The Township of Moon
1000 Beaver Grade Road
Moon Township, PA 15108
412-262-1700