

# Township of Wilkins

110 Pepper Road  
Turtle Creek, PA 15145  
412-824-6650

## Application for Employment

Wilkins Township is committed to providing equal employment opportunity for all persons and to prohibiting discrimination because of race, color, sex, national origin, ancestry or place of birth, age, religion, marital status, disability, gender identity or expression, sexual orientation, use of a guide or support animal, or any other protected status and/or conditions specified in federal or Pennsylvania civil rights laws.

Instructions: This application must be completed in its entirety.  
Please type or print in ink.  
If, because of a disability, you need assistance in completing this application form, please  
Notify the Township Manager at 412-824-6650.

Position applied for: \_\_\_\_\_

Full time \_\_\_\_\_ Part time \_\_\_\_\_

**Name:**

\_\_\_\_\_  
Last First Middle

**Address:**

\_\_\_\_\_  
Street City State Zip Code

**Phone:** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_

For Full Time Public Works:

Driver's License: \_\_\_\_\_  
Number State

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: Yes \_\_\_\_\_ No \_\_\_\_\_  
(Proof of citizenship or Immigration status will be required upon employment)

Have you ever filed an application with the Township of Wilkins? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, give date \_\_\_\_\_

Are you able to work:

Evenings: Yes \_\_\_\_\_ No \_\_\_\_\_ Nights: Yes \_\_\_\_\_ No \_\_\_\_\_ Weekends: Yes \_\_\_\_\_ No \_\_\_\_\_

***The Township of Wilkins is an Equal Opportunity Government***

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**Education**

Last High School Attended: \_\_\_\_\_  
Name Location

Highest Grade Completed (circle one): 9 10 11 12

Do you have a High School Diploma or G.E.D Certificate: Yes \_\_\_\_\_ No \_\_\_\_\_

Colleges, universities, trade, technical schools or apprenticeship programs:

Name	Location	Number of years/months attended	Degree, credits, certificates or licenses

**Military**

Branch of Service: \_\_\_\_\_

Length of Service: \_\_\_\_\_

Reserve Requirements: \_\_\_\_\_

Specialized Training: \_\_\_\_\_

**Other Qualifications**

Describe the types of equipment you are capable of operating (machines, vehicles, computers, etc.):

\_\_\_\_\_

List any trade, professional or skills certificates you hold:

\_\_\_\_\_

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

\_\_\_\_\_

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**Background**

Have you ever been convicted of a criminal offense involving dishonesty; breach of trust; offenses against children; use, possession, distribution, sale, or manufacture of drugs, violence, or threats of violence or use of weapons for which you have not been pardoned, or which has not been expunged: Yes \_\_\_ No \_\_\_

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

**Note: Criminal convictions are not necessarily a bar to employment; all relevant circumstances will be considered.**

**Employment History**

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

Employer: \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Employer Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Hourly Rate/Salary: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Description of Duties: \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Number: \_\_\_\_\_

Were you:

Discharged or asked to resign by this employer? Yes \_\_\_ No \_\_\_

Ever disciplined (given written warning, suspended, etc.) by this employer? Yes \_\_\_ No \_\_\_

Ever counseled or warned about excessive absenteeism or tardiness by this employer? Yes \_\_\_ No \_\_\_

If yes to any of the above, please explain: \_\_\_\_\_

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**Employment History**

Employer: \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Employer Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Hourly Rate/Salary: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Description of Duties: \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Number: \_\_\_\_\_

Were you:

Discharged or asked to resign by this employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Ever disciplined (given written warning, suspended, etc.) by this employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Ever counseled or warned about excessive absenteeism or tardiness by this employer? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes to any of the above, please explain: \_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Employer Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Hourly Rate/Salary: Starting \_\_\_\_\_ Ending \_\_\_\_\_

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\_\_\_\_\_

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Ever counseled or warned about excessive absenteeism or tardiness by this employer? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes to any of the above, please explain: \_\_\_\_\_  
\_\_\_\_\_

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**References**

*Please list three references other than relatives or former employers:*

Name/Address	Phone Number	Relationship
1. _____ _____	_____	_____
2. _____ _____	_____	_____
3. _____ _____	_____	_____

***Please attach a resume, if available***

***"I certify that the information supplied by me on this application form and in my resume, if any, is true and complete and does not contain any falsifications, omissions, or concealments of material fact. I authorize the Township of Wilkins to investigate the truth of this information and of any other information I may supply 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 the Township of Wilkins may solicit from it or them. I further authorize the Township of Wilkins to investigate my criminal history and other aspects of my personal history, including my character and general reputation, if my application is denied in whole or in part because of information contained in a criminal history records report, the Township of Wilkins will so advise me."***

***"I hereby release all law enforcement agencies, my former employers, all 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 to me arising out of the release of information requested by the Township of Wilkins."***

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

***"I further understand and agree that the Township of Wilkins 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 the Township of Wilkins in any way."***

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

\_\_\_\_\_  
**Signed**

\_\_\_\_\_  
**Dated**