



Exeter Township

APPLICATION FOR EMPLOYMENT

4975 DeMoss Road
Reading, PA 19606
610-779-5660

Exeter Township provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Exeter Township complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Application Information						
Last Name		First		M.I.		Date
Street Address				Apartment/Unit#		
City		State			Zip	
Home Phone		E-mail Address			Cell Number	
Type of Employment Desired		Full Time	Part Time		Temporary	
Position Desired:		Salary Desired:		Date Available:		
<i>If PART-TIME, HOURS AVAILABLE: (place hours available or an x next to the date if any time is okay)</i>						
Sun -	Mon -	Tues -	Wed -	Thur -	Fri -	Sat
How did you learn of this position?						

You must give complete, honest answers to all questions. You must be aware of the fact that if you are not forthcoming in your answers, which includes providing inaccurate information, and also failing to provide information clearly relevant to your application, that such deception will be viewed as an appropriate basis for dismissal, even if it is discovered long after you have been hired. Do you understand? Yes or No _____.

Attached additional sheets of paper, clearly labeled, to provide complete answers where insufficient space is provided on this form.

I certify that my answers are true and complete to the best of my knowledge and belief and is made in good faith. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature of Applicant: _____ Date _____

BACKGROUND INFORMATION		
On what date would you be available for work?		
Have you ever worked for this Township (Yes/No)	If so when	
Are you a U.S. Citizen (Yes/No)?	If no are you authorized to work in the U.S.?	
If you are under 18 years of age, can you provide proof of your eligibility to work (Yes or No or N/A)?		
Are you prevented from lawfully, becoming employed in this country because of Visa or Immigration status (Yes/No)? (Proof of citizenship or immigration status shall be required upon employment)		
Are you a legal resident of Pennsylvania (Yes/No)?		
If No, please explain:		
Driver's License Number:	State:	Expires:
Operator Class:	Endorsement:	Drive for _____ years.

BACKGROUND INFORMATION	
Employees may be required to work more than forty hours per week as assigned. The Township provides overtime payment in compliance with the Federal Fair Labor Standards Act for non-exempt employees. Are you willing to work in excess of forty hours per week (Yes/No)?	
If required, can you travel (Yes/No)?	If required, can you work shifts (Yes/No)?
It is the policy of the Township not to hire in any full-time capacity within the same department the spouse, child, parent, sibling, aunt, uncle, niece, or nephew of any existing full-time employee. Do you have any such relatives currently working for the Township (Yes/ No)? _____ If "Yes" state name(s) and relationship(s).	
It is the Township's policy that full-time Township employment shall be the main job of all full-time employees. If hired in a full-time capacity, will the Township job be your main job (Yes/No)?	
The Township does not attempt to prohibit employees from engaging in secondary employment. However, it is the position of the Township that secondary employment cannot interfere with the effective performance of municipal duties, and that secondary employment cannot be of a type that would reflect adversely upon the Township's public image. Do you have secondary employment (Yes/No)? _____ If yes, please state employer and position.	

CREDIT HISTORY
Are you timely and current in the payment of you real estate and income taxes; utility bills, including municipal water and sewage bills; and other debts (Yes/No)? _____ Has full, complete, and timely payments of taxes and bills been consistent in the past (Yes/No)? _____ If No, please state particulars.

Do you own any property, or have an interest in a partnership, corporation, or other entity that owns property presently subjected to a tax lien (Yes/No)?_____If Yes, indicated said property.

Have you ever declared bankruptcy (Yes/No)_____If Yes, indicate date of filing and any final disposition _____

PLACES OF RESIDENCE

List all places you have resided in the last five years.

Address:	Number of years:
Address:	Number of years:
Address:	Number of years:
Address:	Number of years:

EDUCATION

HIGH SCHOOL	ADDRESS	COURSE OF STUDY	DIPLOMA (Y/N)
COLLEGE	ADDRESS	COURSE OF STUDY	DEGREE
CREDITS EARNED	GPA	HONORS/AWARDS	
GRADUATE COLLEGE	ADDRESS	COURSE OF STUDY	DEGREE
CREDITS EARNED	GPA	HONORS/AWARDS	
OTHER	ADDRESS	COURSE OF STUDY	Degree
CREDITS EARNED	GPA	HONORS? AWARDS	

MILITARY SERVICE	
Branch:	Serial Number:
From: _ / _ / _ to _ / _ / _	Commanding Officer:
Address of Unit:	Telephone Number:

EMPLOYMENT EXPERIENCE			
Current Employer	Address	Telephone Number	Date Hired
Job Title	Starting Pay	Final Pay	Supervisor
Work Performed:			
Reason for Leaving:		May we contact your current employer (Yes/No)?	
Are you currently on "Lay-off" status and subject to recall(Yes/No)?			

EMPLOYMENT EXPERIENCE			
Most Recent Past Employer	Address	Telephone Number	Date Hired
Job Title	Starting Pay	Final Pay	Supervisor
Work Performed:			
Reason for Leaving:		May we contact your current employer (Yes/No)?	
Are you currently on "Lay-off" status and subject to recall (Yes/No)?			

2nd Past Employer	Address	Telephone Number	Date Hired
Job Title	Starting Pay	Final Pay	Supervisor
Work Performed:			
Reason for Leaving:		May we contact your current employer (Yes/No)?	
Are you currently on "Lay-off" status and subject to recall (Yes/No)?			

3rd Past Employer	Address		Telephone Number	Date Hired
Job Title	Starting Pay	Final Pay	Supervisor	
Work Performed:				
Reason for Leaving:			May we contact your current employer (Yes/No)?	
Are you currently on "Lay-off" status and subject to recall (Yes/No)?				

4th Past Employer	Address		Telephone Number	Date Hired
Job Title	Starting Pay	Final Pay	Supervisor	
Work Performed:				
Reason for Leaving:			May we contact your current employer (Yes/No)?	
Are you currently on "Lay-off" status and subject to recall (Yes/No)?				

ADDITIONAL INFORMATION	
Have you ever been fired from any job (Yes/No)?	
If Yes, Please state employer and reason.	
Have you ever quit a job after being notified that you would be fired (Yes/No)? _____ If Yes, please list the employer and reason.	
Describe any specialized work-related Training, or apprenticeships.	

PECIALIZED SKILLS

I have skills in and am familiar with the following areas and or machinery:

Typewriter WPM_	Short Hand	Dictating Equipment
Duplicating Machine	Reading of Blue Prints	Drafting
Computer Programming	Data Bases	Word Processing
Spread Sheets	Power Point	Truck Driving
Heavy Equipment	Electrical Work	Carpentry
Plumbing	Mechanic	Mowing Equipment
Accounting/Bookkeeping	Other:	

List experiences on other job related equipment and machines, any additional skills you have and/or any processes with which you are familiar with that are not listed above.

REFERENCES (not family members)

Name:	Telephone Number:
Address:	
Name:	Telephone Number:
Address:	
Name:	Telephone Number
Address:	

FAMILY MEMBERS

List living relatives, including, spouse, children, father, mother, siblings, mother-in-law, and father-in-law. All relatives living at the same address may be listed on the same line.

Name:	Telephone Number
Address:	
Name:	Telephone Number
Address:	

Name:	Telephone Number
Address:	
Name:	Telephone Number
Address:	
Name:	Telephone Number
Address:	
Name:	Telephone Number
Address:	

NEED FOR REASONABLE ACCOMMODATION
<i>Note to Applicant: Do not answer this question unless you have received and read the job description for the position for which you have applied.</i>
Do you have the ability to perform the Essential Functions of the position for which you have applied, with or without reasonable accommodations (Yes/No)?
If reasonable accommodations are necessary, please provide particulars.

EXETER TOWNSHIP POLICE DEPARTMENT
Essential Duties of a Police Officer

1. Running for several hundred yards;
2. Climbing over obstacles;
3. Crawling;
4. Pushing motor vehicles;
5. Pulling or carrying accident, fire, or crime victims;
6. Using physical force to apprehend and subdue arrestees;
7. Withstanding prolonged exposure, as long as twelve hours, to extreme weather conditions;
8. Withstanding prolonged periods of standing or sitting;

9. Withstanding frequent exposure to stress-producing situations such as encountering persons injured or killed by accidents, crimes, or suicides;
10. Dealing with domestic disputes;
11. Dealing with verbal and physical abuse of the officer, including taunts, insults, and threats to the officer, family members, or fellow police officers.
12. Communicating effectively with individuals suffering from trauma;
13. Operating a motor vehicle for long periods of time;
14. Using a firearm effectively,
15. Completing written reports in a clear and concise manner;
16. Be able to use and work with the departments computer data base system, along with other essential computer software;
17. Perform public speeches, demonstrations, seminars and workshops.

I have reviewed the above list of essential job functions for the Exeter Township Police Department and assert that (check one):

- I can fully perform all duties without reasonable accommodations
- I can fully perform all duties with reasonable accommodations
- I cannot fully perform all duties even with reasonable accommodations

Signature

Printed Name

Date