



801 Burrows Run Road  
 Chadds Ford, PA 19317  
 610-388-1300  
 Kennett.twp@kennett.pa.us

# Kennett Township

## APPLICATION FOR EMPLOYMENT An Equal Opportunity Employer

Kennett Township considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability or any other legally protected status.

This application will be kept on file for one year. It is the applicant's responsibility to ensure that a current application is on file.

Position(s) Applying For:	Full-time or Part-time
1. _____	_____
2. _____	_____
3. _____	_____

Name \_\_\_\_\_  
 (Last) (First) (Middle)

Current Address \_\_\_\_\_  
 (Street)  
 \_\_\_\_\_ -  
 (City) (State) (Zip)

Permanent Address  
 (if other than current) \_\_\_\_\_  
 (Street)  
 \_\_\_\_\_ -  
 (City) (State) (Zip)

Home Phone ( ) - Work Phone ( ) -

Cell Phone ( ) - Email \_\_\_\_\_

**PERSONAL**

Are you permitted to be lawfully employed 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 before?  Yes  No

Have you ever worked for the Township before?  Yes  No If yes, please state dates of employment and department \_\_\_\_\_

Are you 18 years of age or over?  Yes  No

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Class/Type \_\_\_\_\_

Is your driver's license valid?  Yes  No

Are you a veteran of any branch of the United States Armed Forces?  Yes  No

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

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

*(Conviction will not necessarily disqualify applicant from employment.)*

When will you be available for work? \_\_\_\_\_

How did you hear about the job? Walk-In  Newspaper Ad  Other \_\_\_\_\_  
Explain

**EDUCATION**

**High School**

\_\_\_\_\_  
Name & Address of School

\_\_\_\_\_  
Number of Years Completed Concentration

**College/University**

\_\_\_\_\_  
Name & Address of School

\_\_\_\_\_  
Number of Years Completed Concentration

**Other (Including Post Graduate Education)**

\_\_\_\_\_  
Name & Address of School

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Number of Years Completed

Concentration

**SKILLS AND TRAINING**

*Please list all applicable skills and training received.*

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**EMPLOYMENT**

*List your last (or present) job first, and all others in descending order. Be sure to list all employment, including military service. If additional space is required, please attach an 8½ x 11 sheet of paper.*

**1.**

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Company Name Position

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Company Address

( ) -

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Telephone Number Dates: From To

\$ \$

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Reason for Leaving Initial Salary Final Salary

**2.**

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Company Name Position

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Company Address

( ) -

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Telephone Number Dates: From To

\$ \$

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Reason for Leaving Initial Salary Final Salary

**3.**

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Company Name Position

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Company Address

( ) -

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Telephone Number Dates: From To

	\$	\$
Reason for Leaving	Initial Salary	Final Salary

### REFERENCES

*Please list professional references. Two (2) must be designated as previous supervisors.*

1. \_\_\_\_\_ ( ) -  
 Name Title/Relationship Telephone Number

\_\_\_\_\_  
 Company Address

2. \_\_\_\_\_ ( ) -  
 Name Title/Relationship Telephone Number

\_\_\_\_\_  
 Company Address

3. \_\_\_\_\_ ( ) -  
 Name Title/Relationship Telephone Number

\_\_\_\_\_  
 Company Address

4. \_\_\_\_\_ ( ) -  
 Name Title/Relationship Telephone Number

\_\_\_\_\_  
 Company Address

### CONSENT

With the submission of this application I certify that all statements are true and correct to the best of my knowledge and belief. Any misrepresentations or omissions on this application may be cause for rejection of the application or dismissal after employment.

I authorize investigation of all statements contained in this application and authorize the Township to perform a background check as may be necessary in arriving at an employment decision.

I understand that all employees of the Township are employed at-will, which means that either the Township or the employee may terminate the employment relationship at any time, with or without notice and for any and no reason. Employees covered by a collective bargaining agreement will be governed by the terms and conditions of the contract. No employee or representative of the Township has authority to enter into any agreement specifying duration of employment or abrogating an employee's at-will employment status. I understand that this application is not intended to confer any contractual right or obligation to any party and that the Township reserves the right to change any practice, policy or procedure with or without notice, at its sole discretion.

I understand that the offer of employment is contingent on the results of a pre-employment drug test. Applicants under 18 years of age must have parental consent. Confirmed positive test results will automatically disqualify an applicant from employment.

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Applicant's Signature

Date