

The Township
YORK COUNTY



of Manchester
PENNSYLVANIA

3200 FARMTRAIL ROAD
YORK, PENNSYLVANIA 17406-5699
www.mantwp.com
Telephone: 717-764-4646 / Fax: 717-767-1400

APPLICATION FOR EMPLOYMENT

Please provide complete and legible information. An incomplete application may affect your consideration for employment. If necessary, attach a separate sheet for additional information.

Manchester Township is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee based on race, color, religion, creed, religious creed, national origin or ancestry, sex (including sex assigned at birth, sexual orientation, gender identity, gender expression, gender transition or transgender identity), pregnancy, age, physical or mental disability, non-job related handicap or disability, use of a guide or support animal because of blindness, deafness, or physical handicap, veteran or military status, certification to use medical marijuana, genetic information or any other legally recognized protected basis under federal, state, or local law. The information collected by this application is solely to determine suitability for employment, verify identity, and maintain employment statistics on applicants.

Applicants with disabilities may be entitled to reasonable accommodation under the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on Manchester Township. Please inform the company's personnel representative if you need assistance completing this application or to otherwise participate in the application process.

Your application will be active for 60 days. If you are not hired during that time, but wish to continue to be considered for available positions, you must complete a new application.

Upon employment, employees of Manchester Township may be required to have their picture taken or to provide Manchester Township with a picture of themselves.

GENERAL INFORMATION

Full Name _____	Date _____			
FIRST	MIDDLE	LAST		
Address _____				
STREET	CITY	STATE	ZIP CODE	
Phone Number () _____	Date available for work _____			
Email (optional) _____				
Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Do you now, or will you in the future, require immigration sponsorship for work authorization (e.g., H-1B)? <input type="checkbox"/> Yes <input type="checkbox"/> No				
(If hired, verification will be required consistent with federal law.)				
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No				
(If no, you may be required to provide authorization to work.)				
Do you have a driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Operator <input type="checkbox"/> Commercial (CDL)				

AN EQUAL OPPORTUNITY EMPLOYER

POSITION INFORMATION

Position applied for: _____ Salary range expected _____

Applying for: Full-time Part-time [Seasonal/Temporary]

EDUCATION

Type of School	School Name and Location	Number of Years Completed	Diploma, Degree, or Certificate Received	Course of Study or Major
High School (or G.E.D equivalent)				
College or University				
Graduate School				
Vocational or Trade School				
Other				

BACKGROUND INFORMATION

During the past 7 years, have you ever been terminated, suspended, or asked to resign from any position?
 Yes No If yes, please explain. _____

For the purpose of verifying information on this application, have you ever worked or attended school under a different name at any of the organizations you have listed? Yes No If yes, specify name. _____

Have you ever been convicted of a crime that has not been expunged, sealed, impounded, pardoned, annulled, statutorily eradicated, or dismissed upon condition of probation? You are not required to disclose sealed or expunged records of conviction or arrest, or expunged juvenile records of conviction or arrest that did not lead to conviction.

Yes No Record

[PERSONAL/PROFESSIONAL] REFERENCES

List three [personal/professional] references (other than those listed as a current/former supervisor) that we may contact:

Name _____	Phone No. (____) _____
Email Address _____	Type of Acquaintance _____
Name _____	Phone No. (____) _____
Email Address _____	Type of Acquaintance _____
Name _____	Phone No. (____) _____
Email Address _____	Type of Acquaintance _____

EMPLOYMENT RECORD

List all employment experience for the past 7 years, starting with the most recent or present employer, including U.S. military service or training. Using a separate section for each position, describe in detail all work experience. **You may include as part of your employment history any verifiable work performed on a volunteer basis. Resumes may not be substituted in lieu of completing the following employment information.**

Current Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No Primary responsibilities _____ _____	Phone () _____ From _____ Month Year To _____ Month Year
Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone () _____ From _____ Month Year To _____ Month Year
Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone () _____ From _____ Month Year To _____ Month Year
Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone () _____ From _____ Month Year To _____ Month Year

How did you learn about the position/Manchester Township? Check all that apply:

- Manchester Township's website
 Recruiter
 Word of mouth
 Other
 Careers website or job board (Monster, Indeed, CareerBuilder, etc.)
 Social media (LinkedIn, Facebook, etc.)

Have you worked for Manchester Township before?

Yes No If yes, at what location? _____ Job title: _____

Relatives of current employees of Manchester Township will not be hired if they would be working for, or directly supervising, a current employee/cannot work together in the same department or on the same team as a current employee. If you receive a conditional offer of employment, you may be asked to identify any relative who is a current employee of Manchester Township. For purposes of this policy, "relative" is defined as any person who is related by blood or marriage, or whose relationship with the employee is similar to that of people who are related by blood or marriage.

Have you signed or otherwise agreed to any non-solicitation, non-competition, or other similar post-employment restriction or agreement with your current or any prior employer? Yes No If yes, explain: