



# TOWNSHIP OF FERGUSON

3147 Research Drive • State College, Pennsylvania 16801

Telephone: 814-238-4651 • Fax: 814-238-3454

## APPLICATION FOR EMPLOYMENT

(Please print or type)

Date of Application: \_\_\_\_\_

Position Desired: \_\_\_\_\_

Desired Salary: \_\_\_\_\_

How did you learn about us?  Advertisement  Employment Agency  Friend/Relative  
 Walk-in  Internet/Web Page  Other

Date Available \_\_\_\_\_

Full Time \_\_\_\_\_ or Part Time \_\_\_\_\_

If Part Time, specify days and hours per week available: \_\_\_\_\_

Are you employed now?  Yes  No

Are you currently on "lay-off" or furlough status and subject to recall?  Yes  No

Do you have transportation to and from work?  Yes  No

## PERSONAL DATA

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_  
(Number and Street) (City) (State) (Zip Code)

Have you ever been known by any other names? If yes, please list the names.

\_\_\_\_\_

Phone Number(s) where you can be reached: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you at least (18) years of age?  Yes  No

(If you are not 18 years old please, state your date of birth. If you are not 18 years old can you provide required proof of your eligibility to work, if applicable?  Yes  No

Are you a citizen of the U.S. or otherwise authorized to work in the U.S.?  Yes  No

*Successful applicants are required to verify citizenship or authorization to work in the United States, as well as to provide documentation of the identity and employment eligibility prior to starting employment as required by the Immigration Reform and Control Act of 1986.*

### Police Applicants ONLY:

Are you a citizen of the U.S.?  Yes  No

NOTE: You must be a citizen of the U.S. to be a police officer.

Are you currently PA Act 120 certified?  Yes  No

If yes, please provide MPOETC number \_\_\_\_\_

Are you currently enrolled in a PA MPOETC 120 Police Academy?  Yes  No

If yes, please provide name of Police Academy and date of graduation. \_\_\_\_\_

## EDUCATION AND TRAINING

School Name	Address	Degree or Equivalency	Major Studies
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High School \_\_\_\_\_

Business or Trade \_\_\_\_\_

College \_\_\_\_\_

Do you possess a Commercial Driver's License? \_\_\_\_\_ If so, what class? \_\_\_\_\_

Other (Specify)

Special Qualifications: include technical and professional licenses, academic and professional awards etc. that are relevant to the position you are applying for.

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## MILITARY

Have you ever served in the U. S. Armed Forces including the U. S. Reserves or a State Guard organization)?  Yes  No. If yes, complete the following:

Rank/grade and service number: \_\_\_\_\_

Service and component: \_\_\_\_\_

Organization and station or unit and address: \_\_\_\_\_

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Current Status: \_\_\_\_\_

Do you claim Veteran's Preference?  Yes  No

If yes, attach a copy of your discharge papers or separation papers (DD Form 214), if any.

While in the military service were you ever convicted of a crime graded as a misdemeanor or felony?  Yes  No.

If yes, please provide the type of court or court martial, charge and action taken for each incident.

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List duties performed in service \_\_\_\_\_

Military Awards \_\_\_\_\_

## EMPLOYMENT RECORD

**PRESENT OR LAST EMPLOYER** \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Type of Business \_\_\_\_\_

Phone \_\_\_\_\_ Salary: \_\_\_\_\_

(Area Code) (Number) (Starting) (Last)

Name and Title of Supervisor \_\_\_\_\_

Your Job Title \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Briefly describe the nature and duties of your position: \_\_\_\_\_

\_\_\_\_\_

**PREVIOUS EMPLOYER** \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Type of Business \_\_\_\_\_

Phone \_\_\_\_\_ Salary: \_\_\_\_\_

(Area Code) (Number) (Starting) (Last)

Name and Title of Supervisor \_\_\_\_\_

Your Job Title \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Briefly describe the nature and duties of your position: \_\_\_\_\_

\_\_\_\_\_

**PREVIOUS EMPLOYER** \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Type of Business \_\_\_\_\_

Phone \_\_\_\_\_ Salary: \_\_\_\_\_

(Area Code) (Number) (Starting) (Last)

Name and Title of Supervisor \_\_\_\_\_

Your Job Title \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Briefly describe the nature and duties of your position: \_\_\_\_\_

\_\_\_\_\_

May we contact your Present Employer? \_\_\_\_\_

Have you ever been dismissed or asked to resign from any position? \_\_\_\_\_

If yes, give details in space provided:

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

### UNEMPLOYMENT RECORD

Account for periods of unemployment of one-month duration or more in the past 5 years.

From Month	Year	To Month Year	Reason for Unemployment
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of or entered a plea of guilty or no contest to any felony or misdemeanor?  
If yes, give details below in space provided (Excluding minor traffic violations) (Criminal record will not necessarily exclude you from employment)  Yes  No If yes, please explain below.

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

If employed, what length of time do you expect to reside in this area? \_\_\_\_\_

### REFERENCES

Do not list relatives, only persons who can provide employment, education or character references:

Name \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Use this space to describe your interest in the position, to summarize any additional information necessary to describe your full qualifications, and to explain answers to previous questions as noted above.

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**PUBLIC WORKS DEPARTMENT APPLICANTS ONLY**

Do you have a Pennsylvania Drivers License?  Yes  No

Have you had any past experience in driving a Truck?  Yes  No

If yes, state experience and type of truck \_\_\_\_\_

Have you had any past experience in driving or operating heavy equipment?  Yes  No

If yes, state experience and type of equipment \_\_\_\_\_

Are you willing to work odd hours, for example 2 a.m. to 10 a.m.?  Yes  No

Will you be available at any hour for emergency work?  Yes  No

Can you be conveniently reached by telephone?  Yes  No

How many miles do you live from State College? \_\_\_\_\_

Do you understand that this job requires outside work in all kinds of weather, such as rain, snow, sleet as well as hot and cold weather?  Yes  No

Are you willing to perform all types of physical labor including pick and shovel work, sewer cleaning, snow removal etc.?  Yes  No

If you have been provided a job description, are you able to perform the essential functions of the job with or without accommodations?  Yes  No

## Applicant's Statement

I authorize the Township to investigate my work, criminal and personal history and verify all data given on this application, or related papers or in interviews. I authorize all individuals and employers named herein (except my current employer if so noted) to provide any information requested about me, and I release them from all liability for damages in providing this information. I certify that answers given herein are true and complete to the best of my knowledge. I understand that if employed, false statements on this application shall be sufficient cause for dismissal. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that an offer of employment may be contingent upon satisfactory completion of a pre-employment physical examination, which shall be considered only in compliance with the Federal Rehabilitation Act and the Pennsylvania Human Relations Act, and that any information received from such an examination shall be considered by the employer to be a confidential medical record and treated as such.

I understand that this employment application shall be considered valid for a period of time not to exceed ninety (90) days. If I still desire a position with Ferguson Township after this employment application expires, it will be my duty to complete a new employment application and file it with the Township. I hereby understand and acknowledge that, unless otherwise defined by applicable law or collective bargaining agreement, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. (The Employer does not make employment decisions, including hiring, promotion, discipline or termination based on race, color, religion, gender, national origin, age, disability, marital status or in retaliation for making an employment discrimination claim or utilizing statutorily protected or case law protected rights .) In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that I am required to abide by all rules and expectations that Ferguson Township has for its employees.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

### THANK YOU FOR APPLYING FOR EMPLOYMENT WITH FERGUSON TOWNSHIP

PLEASE NOTE: This Employment Application can be printed from our website at [www.twp.ferguson.pa.us](http://www.twp.ferguson.pa.us)

Ferguson Township Employment Application

WE ARE AN EQUAL OPPORTUNITY EMPLOYER