



**Newtown Township**  
 100 Municipal Drive  
 Newtown, Bucks County, Pennsylvania 18940  
 (215) 968-2800 • Fax (215) 968-5368

Internet: <http://www.twp.newtown.pa.us>

## APPLICATION FOR EMPLOYMENT

We consider applications for all positions without regard to race, color, religion, sex, national origin, marital or veteran status, the presence of a non-job related medical condition or disability or other legally protected status.

Position Applied for: \_\_\_\_\_ Date of Application: \_\_\_\_\_  
 Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone No: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Social Security No: \_\_\_\_\_

If you are under 18 years of age, can you provide required proof of your eligibility to work? .....Yes  No

Have you ever filed an application with us before? .....Yes  No   
 If yes, please give approximate date: \_\_\_\_\_

Are you currently employed? .....Yes  No

May we contact your current employer? .....Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (Proof of citizenship or immigration status will be required upon employment) .....Yes  No

On what date would you be able to work? \_\_\_\_\_

Are you available to work (Check One): Full Time  Shift Work  Part Time  Temporary

Are you currently on "lay off" status and subject to recall? .....Yes  No

Can you travel if the position requires it? .....Yes  No

Have you ever been convicted of a felony? .....Yes  No   
 If yes please explain:

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

# EMPLOYMENT EXPERIENCE

Please start with your present or last position, including any job related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability or other protected status. We require a complete employment history for the last 20 years or since the age of 16, whichever is shorter.

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

Work Performed? Position Title: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Supervisor: \_\_\_\_\_

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

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

Work Performed? Position Title: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Supervisor: \_\_\_\_\_

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

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

Work Performed? Position Title: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Supervisor: \_\_\_\_\_

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

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

Work Performed? Position Title: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Supervisor: \_\_\_\_\_

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

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

Work Performed? Position Title: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Supervisor: \_\_\_\_\_

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

# EDUCATION

Certain positions require the completion of college courses. Be specific in answering this section.

	HIGH SCHOOL TRADE SCHOOL	UNDERGRADUATE COLLEGE/UNIVERSITY		GRADUATE PROFESSIONAL
		<i>Jr./ Community College</i>	<i>4 yr College</i>	
School Name and Location				
Years Completed				
Diploma/Degree				
Courses of Study List:				

Describe any specialized training, apprenticeship, skills and extra curricular activities: \_\_\_\_\_

Describe any honors you have received: \_\_\_\_\_

State any additional information you feel may be helpful to us in considering your application: \_\_\_\_\_

List any professional, trade, business, or civic activities and offices held: \_\_\_\_\_

You may exclude memberships which reveal sex, race, religion, national origin, ancestry, or disability or other protected status.

# REFERENCES

Give us the name, address, and telephone of three references who are not related to you and are not previous employers. We may contact your references.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Are you a veteran? .....Yes  No

Do you claim status as a veteran? .....Yes  No

Have you ever had a job related training in the United States Military? .....Yes  No

If yes, please describe: \_\_\_\_\_

**SPECIAL SKILLS AND QUALIFICATIONS**

Summarize special job-related skills and qualifications acquired from employment or other experience.

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**APPLICANTS STATEMENT**

I certify that the answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I am not under any restrictions by virtue of employment agreement with a former employer which would limit my functions or performance.

This application shall be considered active for a period of time as determined by the employer.

The applicant understands that neither this document nor any offer of employment from the employer constitutes an employment agreement unless a specific document to that effect is executed by the employer and employee in writing.

In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge. I understand also that I am require to abide by all rules and regulations of the employer.

I consent to a Police records check, a Motor Vehicle Operators check and an employment verification.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Pennsylvania State Police – Request for Criminal Record Check:**

Newtown Township requires a background check through the above noted agency for all applicants being considered for hire. The enclosed form is to be completed by the applicant and mailed directly to the Pennsylvania State Police at the address on the form. The State Police will mail the response directly to the applicant, who will then forward a copy to Newtown Township. This process can take several weeks. The background check is required for employment with Newtown Township.

SP 4-164 (4-88)

PENNSYLVANIA STATE POLICE  
REQUEST FOR CRIMINAL RECORD CHECK

FOR CENTRAL REPOSITORY USE ONLY  
(LEAVE BLANK)

TYPE OR PRINT LEGIBLY WITH INK

PART I: TO BE COMPLETED BY REQUESTER

(INFORMATION WILL BE MAILED TO REQUESTER ONLY)

DATE OF REQUEST:

NAME OF REQUESTER:

ADDRESS:

CITY:

STATE:

ZIP:

AREA CODE:

CONTACT TELEPHONE NUMBER:

Grid for area code and contact telephone number

REQUESTER IDENTIFICATION: (CHECK ONE BLOCK)

- Individual/Noncriminal Justice Agency - Enclose a certified check/money order in the amount of \$10.00 payable to: "Commonwealth of Pennsylvania." The fee is nonrefundable. \*\*\*DO NOT SEND CASH OR PERSONAL CHECK\*\*\*
- Noncriminal Justice Agency - Fee Exempt

NAME/SUBJECT OF RECORD CHECK: (LAST) (FIRST) (MIDDLE)

MAIDEN NAME AND/OR ALIASES:

SOCIAL SECURITY NUMBER (SOC):

DATE OF BIRTH (DOB):

SEX:

RACE:

REASON FOR REQUEST: (CHECK ONE BLOCK)

- Employment
- Firearms Prohibition Challenge
- Individual Access and Review by Subject of Record Check or Legal Representative (Affidavit of Legal Representation Attached)
- Other (Specify)

NOTE: A "NO RECORD" RESPONSE MAY TAKE THREE WEEKS TO PROCESS; A "RECORD" RESPONSE TAKES LONGER THAN A "NO RECORD" RESPONSE.

IF THIS FORM IS NOT LEGIBLE OR NOT PROPERLY COMPLETED, IT WILL BE RETURNED UNPROCESSED TO THE REQUESTER.

REQUESTER CHECKLIST:

- Did you enter the full name, DOB, and SOC?
- Did you enclose the \$10.00 fee? (Certified Check/Money Order)
- \*\*\*DO NOT SEND CASH/PERSONAL CHECK\*\*\*
- Did you enter your complete address including zip code and telephone number in the blocks provided?

AFTER COMPLETION, MAIL TO:

PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY - 164  
1800 ELMERTON AVENUE  
HARRISBURG, PENNSYLVANIA 17110-9758  
(717) 783-9973

PART II: CENTRAL REPOSITORY RESPONSE

\*\*\*DO NOT WRITE BELOW THIS LINE\*\*\*

INFORMATION DISSEMINATED:

- No Record
- Criminal Record Attached

INQUIRY/DISSEMINATED BY:

SID NO:

THE INFORMATION DISSEMINATED BY THE CENTRAL REPOSITORY IS BASED SOLELY ON THE FOLLOWING IDENTIFIERS THAT MATCH THOSE FURNISHED BY THE REQUESTER.

- Name
- Social Security Number
- Date of Birth
- Race
- Sex
- Maiden/Alias Name

CERTIFIED BY:

(DIRECTOR, CENTRAL REPOSITORY)

The Response is based on a comparison of data provided by the requester in Part I against information contained in the files of the Pennsylvania State Police Central Repository only. The Pennsylvania State Police response does not preclude the existence of criminal records which might be contained in the repositories of other local, state, or federal criminal justice agencies.