



Application for Employment QUINCY TOWNSHIP

7575 Mentzer Gap Road, Waynesboro, PA 17268

717-762-5679

info@quincytwp.org

Position: Program Coordinator/Planner

PERSONAL INFORMATION

DATE _____

Name _____ Email _____

Address _____

How long have you been living at this address _____ Do you have a valid Driver's License? Y N

Phone Number _____ Date of Birth _____ Social Security No. _____

Are you legally authorized to work in the U.S.? Y N

Have you ever been convicted of a misdemeanor or felony? Y N If Yes, explain on back of application.

Have you ever been fired or asked to resign from a job? Y N If Yes, explain on back of application.

Can you perform the essential functions required of this position as listed on the job description ? Y N

Would you be willing to learn any functions that you do not have experience in ? Y N

What is the minimum hourly rate you would accept for this position? _____

EDUCATION

	Name & State	Years Attended	Year Graduated	Major
High School				
College				
Post Graduate				
Business/Trade				
Other				

REFERENCES OTHER THAN RELATIVES

Name	Address	Relationship	Phone #

PREVIOUS EMPLOYMENT RECORD (LAST OR PRESENT EMPLOYER FIRST)

Name & Town	From/To	Type of Work	Pay Rate	Reason for Leaving

Do we have your permission to contact your present employer? Y N

Signature _____

OFFICE USE

Date reviewed _____

Interviewed by _____

Hired _____

Starting Date & Wage _____