



# Application for Employment QUINCY TOWNSHIP

7575 Mentzer Gap Road, Waynesboro, PA 17268

717-762-5679

[info@quincytwp.org](mailto: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 \_\_\_\_\_

(Revised 4/2021)