

APPLICATION FOR EMPLOYMENT

WEST LEBANON TOWNSHIP
322 NORTH 22ND STREET
LEBANON, PA. 17046

West Lebanon Township is an Equal Opportunity Employer. Federal and Pennsylvania laws, as well as West Lebanon Township policies, prohibit discrimination in employment because of race, color, ancestry, national origin, disability, age, sex, lifestyle, or religion. No question on this application is intended to discriminate against any applicant based upon any of these protected characteristics.

**** PLEASE PRINT ALL INFORMATION IN INK ****

Name of Position _____ Date of this Application _____

How did you learn about us?

___ Advertisement ___ Friend ___ Walk-in ___ Employment Agency ___ Relative ___ Other

PERSONAL INFORMATION

Last Name	First Name	Middle Name
Address	Street/Box	City State Zip Code
Telephone Number (s)		Social Security Number
In case of emergency, please notify		Telephone Number

Have you ever worked for the County of Lebanon before? ___ Yes ___ No. If yes, give date _____

The requirement age is **21**. Are you over the age of 21? ___ Yes ___ No

Are you legally eligible for employment in this country? ___ Yes ___ No

Have you filed an application or interviewed with us before? ___ Yes ___ No. If yes, give date _____

Are you currently employed? ___ Yes ___ No. On what date would you be available for work ? _____

Are you available to work; ___ Full Time ___ Part Time ___ Casual ___ Summer

Salary/Rate of pay desired; _____ per hour.

Were you ever employed/attended school under another name? ___ Yes ___ No. If yes, please list pervious names _____

Have you ever been convicted of or under investigation for a felony? ___ Yes ___ No. If yes, please indicate when, where, and disposition of the offence _____

EDUCATION

Name of School and Address	Years Completed (Circle) Highest	Major/Course of Study	Degree (if Applicable)
Elementary School	4 5 6 7 8		
High School	9 10 11 12		
Undergraduate College	1 2 3 4		
Graduate College	1 2 3 4		

Do you possess a GED certificate in lieu of completing high school? _____ Yes _____ No

Do you possess all of the required current licenses or certificates to perform your job, and could you show them if asked?
_____ Yes _____ No

Describe any special training, skills, or extra-curricular activities; _____

Can you speak or write any language other than English? _____ Yes _____ No. If so, name them. _____

Please rate your fluency in this language: _____ Very Fluent _____ Some Knowledge _____ Little Knowledge

Do you have experience operating any of the following office machines? _____ Computer _____ Fax Machine _____ Other

Do you have experience operating any of the following vehicles? _____ Snow Plow _____ Front-end Loader _____ Dump truck

Are you presently a member of the National Guard or Reserves? _____ Yes _____ No

Were you once a member of the U.S. Military Service? _____ Yes _____ No. If so, indicate type of discharge _____

Can you perform the essential functions of this job you are applying for with reasonable accommodations? _____ Yes _____ No

Can you meet the attendance requirements of this position? _____ Yes _____ No

EMPLOYMENT EXPERIENCE

Start with your present or most recent job Include any job-related military service assignments and volunteer activities. Attach additional sheets if necessary to provide a complete job history. Use the comment section below to explain any gaps in employment or to provide any other information.

Current or most recent employer	Telephone ()	Dates Employed	Summarize the type of work performed and job responsibilities
Address		From To	
Job Title		Starting Hourly Rate/Salary	
Immediate Supervisor and Title		\$ per	
Reason for Leaving		Final Hourly Rate/Salary	
May we contact for reference YES NO LATER		\$ per	
Second Last Employer	Telephone	Dates Employed	Summarize the type of work performed and job responsibilities
Address		From To	
Job Title		Starting Hourly Rate/Salary	
Immediate Supervisor and Title		\$ per	
Reason for Leaving		Final Hourly Rate/Salary	
May we contact for reference? YES NO LATER		\$ per	

Third Last Employer Telephone ()	Date Employed	Summarize the type of work performed and job responsibilities
Address	From To	
Job Title	Starting Hourly Rate/Salary	
Immediate Supervisor and Title	\$ per	
Reason for Leaving	Final Hourly Rate/Salary	
May we contact for reference? YES NO LATER	\$ per	
Fourth Last Employer Telephone	Date Employed	Summarize the type of work performed and job responsibility
Address	From To	
Job Title	Starting Hourly Rate/Salary	
Immediate Supervisor and Title	\$ per	
Reason for Leaving	Final Hourly Rate/Salary	
May we contact for reference? Yes NO LATER	\$ per	

COMMENTS (including explanation of any gaps in employment) _____

SKILLS AND QUALIFICATIONS (Summarize any special training, skills, licenses, and qualification acquired from employment or other experience)

REFERENCE

List the name, address, telephone number of three **business/work references** who are **not related** to you and are **not previous supervisors**. If not applicable, list three school or personal references who are **not related** to you.

Name	Address	Phone Number	Years Known

APPLICATE'S STATEMENT

I authorize investigations of all statements contained in this application. I understand that misrepresenting or omission of facts called for is cause for dismissal. I hereby authorize the above-named references, employers, or previous employers, and educational institutions to furnish West Lebanon Township with any information they may have concerning me and do hereby release those same Parties and West Lebanon Township from all liabilities for any damage or claim whatsoever incurred in furnishing such information.

Signature _____ Date _____

West Lebanon Township will keep this application for **6 month**. After that time, it will be necessary to submit another application.

PLEASE DO NOT WRITE BELOW THIS LINE

FOR WEST LEBANON TOWNSHIP USE ONLY

Date application received _____ Source _____
 Arrange interview; _____ No _____ Yes _____ When _____

West Lebanon Township
Job Description for Water, Sewer, Hi-Way and
Township Properties
Full Time Regular Employee
Hourly Wage Position

1. Do all daily, monthly, yearly checks and testing on water and sewer system including testing water daily, reading influent and effluent reads, quarterly meter reads, operation reports. See SOP/EOP's at pumphouse for daily operation of system.
2. Make sure ALL DEP paper work and reports are reported on time including chemical reading reports, water withdrawal reports, meter testing reports, annual water allocation report, and all permits are up to date.
3. Maintain all chemicals, testing reagents, equipment calibration to standards of water quality testing.
4. Pick up trash, debris, on township properties including cleaning of all facilities.
5. Maintain all equipment including generators, pumps, instruments, lawn mowers, loaders, street cleaner, blowers, weed whackers, plows, spreaders, hand tools. THIS MEANS ANY AND ALL EQUIPMENT OWNED BY WEST LEBANON TOWNSHIP.
6. Keep all records of maintenance/repairs/replacement on all equipment, tool inventory, vehicles records, etc.
7. Keep all vehicles fueled and fluids checked and in a ready to serve condition whatever the case may be.
8. Keep and maintain DEP Permitted Approved Green Waste Site clean and sanitary along with all record keeping for other township employees.
9. Maintain and keep Townships Recreation properties, pumps houses, right away, all cut, trimmed and maintained.

10. Maintain and keep all street signs, inventory, data sheets, in good repair and up to date with all traffic control devices codes of Penn-Dot. Publications. Including emergency hi-way occupancy permit.
11. Remove all hazards on township sidewalks, roads and hi-ways in township when they occur including: debris, stones, ice & snow, or anything that could cause traffic hazards or pedestrian hazards.
12. Maintain hi-ways and roads including: painting crosswalks, fog lines, stop bars, creak sealing, pot holes and paving, bidding out road construction jobs, maintain storm sewer grates.
13. Report and respond to all PA ONE CALLS and making sure all records are up to date.
14. Keep all storm sewer grates open after and during storm events as needed.
15. Keep all records of maintenance/repairs/replacement on all equipment, tool inventory, vehicles records, etc.
16. Help other township employees as needed where and when asked.
17. Any duties that may arise from time to time and are reasonable.

November 6, 2017