

MANHEIM BOROUGH

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MANHEIM, PA 17545
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APPLICATION FOR EMPLOYMENT

(Please Print)

Position Applying For _____ Date _____

Full Name _____

Address _____

Telephone # _____ email address _____

On what date would you be available for work? _____

Are you currently on "lay-off" status and subject to recall? _____

Employment History: Start with your present or last job (you may note to refer to your resume for job title and work performed)

Employer _____ Telephone # _____

Address _____

Dates Employed: From _____ To _____

Job Title _____ Supervisor _____

Work Performed _____ Reason for Leaving _____

May we contact them? Yes _____ No _____

Employer _____ Telephone # _____

Address _____

Dates Employed: From _____ To _____

Job Title _____ Supervisor _____

Work Performed _____ Reason for Leaving _____

May we contact them? Yes _____ No _____

Employer _____ Telephone # _____

Address _____

Dates Employed: From _____ To _____

Job Title _____ Supervisor _____

Work Performed _____ Reason for Leaving _____

May we contact them? Yes _____ No _____

Summarize any special skills and/or training acquired from employment or other experience _____

References:

1. Name _____ Phone # _____

Address: _____

City _____ State _____ Zip _____

Relationship to applicant _____

2. Name _____ Phone # _____

Address: _____

City _____ State _____ Zip _____

Relationship to applicant _____

3. Name _____ Phone # _____

Address: _____

City _____ State _____ Zip _____

Relationship to applicant _____

Important: All employees must fill out a W-4 form and I9 form before beginning work. Some employees will also be required to complete criminal and child abuse clearance forms.

All areas of application must be completed to be considered for employment

Signature of Applicant _____

For Office Use:

Interview Date _____

W-4 _____

I-9 _____

Child Abuse _____

Criminal Check _____

Start Date _____

Comments: