

**MANHEIM BOROUGH**

15 EAST HIGH STREET  
MANHEIM, PA 17545  
Phone 717-665-2461

www.manheimboro.org

**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 – note that at least 3 must be professional 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 \_\_\_\_\_

4. Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Relationship to applicant \_\_\_\_\_

5. 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. Candidates will also be required to complete criminal and motor vehicle background checks and child abuse background checks if applicable prior to employment. Signing the application grants permission to perform these checks.

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

Signature of Applicant \_\_\_\_\_  
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