



**Upper Merion Township**  
**175 West Valley Forge Road**  
**King of Prussia, PA 19406-1851**  
**Phone: 610-265-2600**  
**Fax: 610-265-0482**

### APPLICATION FOR EMPLOYMENT

( Please Print or Type )

#### PERSONAL INFORMATION

Name \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
*Last First Middle*

Present Address \_\_\_\_\_  
*Street City State Zip Code*

Permanent Address \_\_\_\_\_  
*Street City State Zip Code*

Telephone Number(s) \_\_\_\_\_

Driver's License Identification State: \_\_\_\_\_ Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

List any Relatives currently working for the Township:  
\_\_\_\_\_  
*Name Relationship*  
\_\_\_\_\_  
*Name Relationship*

How did you learn about the position?  
Newspaper Ad? \_\_\_\_\_ Web Site? \_\_\_\_\_ UMGA-TV? \_\_\_\_\_  
Other? \_\_\_\_\_ Referred By: \_\_\_\_\_

#### EMPLOYMENT DESIRED

Position Name or Title \_\_\_\_\_

Full or Part Time? \_\_\_\_\_ Salary Requirements? \_\_\_\_\_

Date you can start? \_\_\_\_\_

Are you employed now? Yes / No If so, may we inquire of your present employer? \_\_\_\_\_

#### EDUCATION

	Name	Location	Years Attended	Did you Graduate?	Major(s)
High School	_____	_____	_____	Yes / No	_____
College	_____	_____	_____	Yes / No	_____
Graduate School	_____	_____	_____	Yes / No	_____
Trade, Business or Correspondence School	_____	_____	_____	Yes / No	_____

Please describe additional skills, training or abilities you would like considered when evaluating your qualifications:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**QUESTIONNAIRE**

1. Were you provided with a "Job Description" for this position? Yes / No  
 If "Yes," please complete questions 2 through 5.
2. If "Yes," are you able, **without** accommodation, to perform all of the essential functions of the job for which you are applying? Yes / No
3. If "No," are you able, **with** accommodation, to perform all of the essential functions of the job for which you are applying? Yes / No
4. If "Yes," please describe any accommodation that you need. \_\_\_\_\_  
 \_\_\_\_\_
5. Are there functions of the job for which you are applying that you cannot perform **with or without** accommodation? Yes / No  
 If so, please describe: \_\_\_\_\_  
 \_\_\_\_\_

**U. S. MILITARY SERVICE**

Dates of Service: From: \_\_\_\_\_ To: \_\_\_\_\_ Branch of Service: \_\_\_\_\_  
 Type of Discharge: \_\_\_\_\_ Date: \_\_\_\_\_  
 Rank/Grade: \_\_\_\_\_ Principal Duties: \_\_\_\_\_  
 \_\_\_\_\_

**OTHER**

Are you a citizen of the United States? Yes / No  
 If not, are you an alien lawfully authorized to work in the United States? Yes / No  
 Have you ever been convicted of a crime? Yes / No  
*Conviction will not necessarily disqualify an applicant from employment.*  
 If "Yes," please explain and provide date(s) and location(s) of all convictions. \_\_\_\_\_  
 \_\_\_\_\_

**Please read carefully and sign:**

I understand that the commencement of employment with Upper Merion Township is conditioned upon passing a physical examination and drug/alcohol test following an offer for employment. I agree to undergo the pre-employment physical and drug/alcohol test. I understand that the results of such a test will be disclosed only to Upper Merion Township's Human Resources personnel and others with the need to know, or as required by law. I understand that if I refuse to consent to testing, or fail to provide a urine sample when requested, provide a false or tampered urine sample, or fail to successfully complete the physical and drug/alcohol tests, I will not be hired in accordance with Upper Merion Township's policy.

Permission is hereby granted to Upper Merion Township to conduct a thorough investigation and to solicit information as to my educational and employment history, character and general reputation, credit and criminal conviction record. I release, indemnify and hold harmless Upper Merion Township and all persons or organizations from and against any and all liability arising from such statements, their solicitation use. I understand I have the right to make a written request within a reasonable period of time to receive complete information about the nature and scope of my credit investigation.

I understand that this employment application, granting of an interview and any other Upper Merion Township documents are not contracts of employment or for the granting of benefits, and that any individual who is hired may voluntarily leave or be terminated at any time, with or without cause. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon Upper Merion Township unless made in writing. If an employment relationship is established, I understand and agree that it is not for a definite period of time and that I have the right to terminate my employment at any time and that Upper Merion Township retains a similar right. If terminated, I authorize Upper Merion Township to deduct, to the extent permitted by law, any amount which I may owe to Upper Merion Township from any amount which Upper Merion Township may owe me. I understand that no representative of Upper Merion Township has any authority to offer or enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

I certify that all statements made by me on my application are true and correct to the best of my knowledge and belief. I understand that any false, inaccurate or omitted statements of a material fact could be a cause for rejection of my application or termination of my employment at any time. I, furthermore, agree to maintain the accuracy of the information contained in this application if I am employed by Upper Merion Township.

I understand that, if accepted for employment, it is necessary for me to abide by the rules and policies of Upper Merion Township and that I will be a probationary employee with reference to certain benefits, for a period of three months (90 days) before being considered a regular employee.

I have read, understand and by my signature consent to these statements.

**Date:** \_\_\_\_\_ **Signature of Applicant:** \_\_\_\_\_