

# Radnor Township Employment Application



## An Equal Opportunity Employer

The Township of Radnor is an equal opportunity employer. It is the policy of the Township of Radnor to grant equal employment opportunities to qualified persons without regard to race, religion, color, national origin, gender, age, political affiliation, veteran's status, marital status or physical or mental handicap or disability that, with or without reasonable accommodations, does not affect the applicant's ability to perform the essential functions of the position applied for.

This application will be kept on file for one year. It is the applicant's responsibility to ensure that a current application is on file.

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## Instructions

Please fill out your job application completely. The information you provide will be used to determine your qualifications for employment with Radnor Township in the position(s) applied for. It is important that you answer **all** questions on your application fully and accurately. Failure to do so may delay consideration of your application and could result in disqualifying you from further consideration.

In addition, if you are applying for a position that is posted, you must read the Job Vacancy Announcement, the Job Description, and any other applicable documents necessary for you to become familiar with our application process and procedures.

Your completed application form must be returned to the Township (*see page 5 of this application for instructions*), along with the Essential Job Duties Acknowledgment and received by the HR Manager by the date and time deadline listed on the Job Vacancy Announcement. We appreciate your time and your interest in a career with the Township of Radnor.

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**Position Applying For:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Full-Time/Part-Time/Seasonal/Temporary:** \_\_\_\_\_

**How did you learn about this position?** \_\_\_Newspaper Advertisement \_\_\_Employment Agency  
\_\_\_Friend \_\_\_Township Posting \_\_\_Internet \_\_\_College/University \_\_\_Other \_\_\_\_\_

## Personal Information

Name: \_\_\_\_\_ Social Security # \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Current Address \_\_\_\_\_ Alternative Address \_\_\_\_\_  
(Street) (Street)

(City) (State) (Zip) (City) (State) (Zip)

How Long Have You Lived at This Address? \_\_\_\_\_

If Less than Five Years, Please List Places of Residence for Past Five years:

From (Mo/Yr)	To (Mo/Yr)	Address	City, State, Zip
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Are you permitted to be lawfully employed in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

*(Proof of citizenship or immigration status will be required upon employment)*

Are you 16 years of age or older? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever filed an application with the Township before? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever worked for the Township before? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please list dates of employment and department and reason for separation:

\_\_\_\_\_

Do you have a valid driver's license? \_\_\_\_\_ Yes \_\_\_\_\_ No

Driver's License # \_\_\_\_\_ State: \_\_\_\_\_ Class/Type: \_\_\_\_\_

Are you a veteran of any branch of the United States Armed Forces? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been convicted of or pled guilty to any violation of law, including military offenses, other than summary offenses? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Conviction will not necessarily disqualify applicant from employment.)*

## Personal Information

Have you ever been dismissed from employment for inefficiency, delinquency, or misconduct, or have you ever been permitted to resign to prevent dismissal? \_\_\_ Yes \_\_\_ No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Can you speak, read, or write any foreign languages? \_\_\_ Yes \_\_\_ No

If yes, please explain: \_\_\_\_\_

Please list the names of any relatives (by blood or marriage) either currently employed by or serving as an elected or appointed official of Radnor Township (indicating their relationships to you):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why are you interested in being hired for this position with the Township of Radnor?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## Community & Leadership Activities

Please list professional, trade, business, and civic activities, including any offices held, and other positions and experiences that show your community involvement and/or your leadership abilities. You may exclude affiliations that would reveal your age, gender, race, religion, national origin, ancestry, disability, sexual orientation, or other protected status:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Education

	Name & Location of School	No. Of Years Attended	Degree Earned	Major(s)/ Concentration(s)
Elementary School				
High School				
College				
Graduate School				
Trade, Business or Correspondence School				

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## Former Employer(s) (list below last three employers, starting with last one first)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving

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## References

Name	Address	Business	Relationship	Phone Number

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## Certificates, Licenses, Skills & Training

Please list all applicable skills and training received:

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## Consent

With the submission of this application I certify that all statements are true and correct to the best of my knowledge and belief. Any misrepresentations or omissions on this application may be cause for rejection of the application or dismissal after employment.

I verify that the statements contained in the foregoing application are complete, true and correct to the best of my knowledge, information, and belief. I understand that false statements made herein are made subject to the penalties of 18 Pa. C.S. § 4904, relating to unsworn falsification to authorities.

I authorize the investigation of all statements contained in this application and authorize the Township to perform a background check as may be necessary in arriving at an employment decision.

I have been furnished a copy of the Job Vacancy Announcement to fill position vacancies with the Township of Radnor and hereby agree to abide by all of the conditions stated therein.

I have been furnished a copy of the Job Description for the position applied for and fully understand the essential job duties and believe that I can fully perform all essential duties of the position with or without reasonable accommodations.

I agree, if hired to abide by all rules and regulations, and by any amendments thereto adopted, and by all administrative and disciplinary regulations of the Township of Radnor, as may be provided in the Employee Handbook, Personnel Manual, collective bargaining agreements, and other policies and procedures that may from time to time be in force.

I understand that, as part of the application process for the position applied for, I may be required, and I hereby agree, to take and successfully pass a written examination, an oral interview, a comprehensive physical examination and screening for alcohol and other drugs, and a criminal, credit, and character background investigation, all prior to being placed as a probationary employee of the Township of Radnor.

I understand that all employees of the Township are employed at-will, which means that either the Township or the employee may terminate the employment relationship at any time, with or without notice and for any and no reason. Employees covered by a collective bargaining agreement will be governed by the terms and conditions of the applicable contract. No employee or representative of the Township has authority to enter into any agreement specifying duration of employment or abrogating an employee's at-will employment status. I understand that this application is not intended to confer any contractual right or obligation to any party and that the Township reserves the right to change any practice, policy or procedure with or without notice, at its sole discretion.

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**Applicant's Signature**

**Date**

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**Guardian's Signature**

(if applicant is under the age of 18)

**Date**

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**Application and materials can be mailed, emailed or faxed to:**

**Radnor Township**  
**ATTN: Human Resources Office**  
**301 Iven Avenue**  
**Wayne, PA 19087-5297**  
**Fax: 610-688-1279**  
**mlkneps@radnor.org**

# Acknowledgment:

## ESSENTIAL JOB DUTIES

JOB TITLE: \_\_\_\_\_

I, \_\_\_\_\_ (print name), have received and read the Job Description for the position applied for, listed above. I hereby understand the essential functions of the job for which I am applying, and believe that I can fully perform all essential duties of the position with or without reasonable accommodations.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guardian's Signature  
(if applicant is under the age of 18)

\_\_\_\_\_  
Date

*(Complete, sign, and date form and return to the HR Office)*