



An Equal Opportunity Employer

Radnor Township considers applicants for all positions on the basis of merit and without regard to race, color, religion, creed, gender, national origin, age, marital or military veteran status, sexual orientation, political party affiliation, and the presence of a medical condition 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.

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, you must read the Job Vacancy Announcement, the Job Description, and other documents contained in this application package to become familiar with our application process and procedures.

Your completed application form must be returned to the Township, along with the Essential Job Duties Acknowledgment and the Physical Examination Waiver (*applicable to Full-Time employment positions only*), and received by the designated Township official 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.

Position Applying For: _____

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 _____

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

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?

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	Date Graduated	Major(s)/ Concentration(s)
Elementary School				
High School				
College/ Graduate School				
Trade, Business or Correspondence School				

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

References

Name	Address	Business	Relationship	Phone Number

Skills & Training

Please list all applicable skills and training received:

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 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 have listed any reasonable accommodations that may be necessary for me to perform those duties.

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.

Applicant's Signature

Date

Guardian's Signature

(if applicant is under the age of 18)

Date

Application and materials can be mailed or faxed to:

**Radnor Township
301 Iven Avenue
Wayne, PA 19087-5297
Fax: 610-971-0450**

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 {check one line only}:

____ I can fully perform all duties without reasonable accommodations.

____ I can fully perform all duties but only with the following reasonable accommodations:

____ I cannot fully perform all duties even with 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 Director of Finance)

***** Full-Time Employment Applicants Only*****

Pre-Placement Physical Examination

Following a job offer but prior to starting in the position, an applicant for a non-uniformed position with Radnor Township is required to undergo a comprehensive physical examination – at Township expense, administered by physicians of the Township’s choice. This examination is designed to determine the applicant’s physical fitness to perform the essential duties of the position applied for.

Screening for Alcohol and Other Drugs

Employees are the Township’s most valuable resource, and providing a secure environment is one of the Township’s primary missions. To achieve the dual goals of promoting the health and safety of employees and the public and of maximizing employee productivity, the Township has a policy to keep alcohol and other drugs, and the effects of their abuse, out of the workplace.

As such, before the Township places any applicant in a non-uniformed position, which involves or may involve the operation of a vehicle and/or heavy equipment or machinery or the dispatching of emergency personnel, the applicant will be required to sign a release form, authorizing the Township to perform tests to check bodily fluids (urine and/or blood) for alcohol and other controlled substances – at Township expense – at locations determined by the Township. An applicant who refuses to be tested for alcohol and other drugs will be disqualified immediately from further consideration of the position applied for.

Notification of Test Results: Tested applicants will be notified of their test results promptly. All test results will be released by the examiners, in confidence, to the Township Manager and his or her designee(s).

Positive Results: If an applicant tests positive for any drugs listed above during an initial screening, a second screening will be administered – generally within 48 hours. If the second test confirms the presence of drugs, the applicant will be given the opportunity to explain. Any applicant testing positive for drugs will be disqualified from further consideration, depending upon the circumstances.

Negative Results: If an applicant tests negative for any drugs, she or he will be considered to have passed that portion of the physical examination, and will be given further due consideration of the position applied for.

Promotion of Healthy Lifestyle

The Township recognizes the importance of a healthy lifestyle in promoting overall good individual health. As such, Radnor Township promotes wellness – both in the work place and at home. As part of this philosophy, the Township encourages its employees and their families to participate regularly in physical fitness activities – under the supervision of a qualified medical official – and encourages its employees to not smoke, to watch their weight, and to maintain balanced nutrition in their diets.

The Township further encourages its employees and their eligible dependents to take advantage of the excellent benefits available in its Employee Health Plan. In particular, we urge eligible participants to receive regular screenings for breast, prostate, and colon cancer and to have their children properly and timely immunized.

*** Full-Time Employment Applicants Only***

W A I V E R

Pre-Placement Physical Examination & Drug Screening (if applicable)

Radnor Township

I, _____ (print name), do hereby agree to submit to a pre-placement physical examination and drug screenings (if applicable) administered by the physician(s) and at the location(s) of the Township of Radnor's choice. I hereby agree and authorize that any and all results of such examinations and screenings may be released to in writing and may be discussed with the Township Manager, and/or his or her designee(s), by the attending physician(s) and/or his her assigns. I understand that the results of such examinations and screenings will be used in further consideration of my application for employment with Radnor Township. I hereby agree to hold harmless release from any liability the Township of Radnor and all Departments thereof, and the medical examiners and any employees thereof for any injury, defect, or trauma sustained by me while traveling to and from, and during the administering of such examinations and screenings.

Applicant's Signature

Date

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

Date

NOTARY PUBLIC

*Commonwealth of Pennsylvania
County of Delaware*

_____(print name), being duly sworn/affirmed according to law, deposes and says that he/she has read and understands the attached form entitled ***Pre-Placement Physical Examination*** and agrees to abide with all applicable provision therein and further deposes and says that he/she agrees to hold harmless all parties involved in administering ***Pre-Placement Physical Examination and Drug Screenings***, as deposed in the Waiver described above. Sworn to/Affirmed and subscribed before me this ____ day of _____, 20__.

Notary Public

(Complete, sign, and date form and return to the Director of Finance)