



First Township In
Allegheny County
Founded in 1788

Moon Township Police Department
1000 Beaver Grade Road
Moon Township, PA 15108
Phone: 412-262-5000 Fax: 412-269-7816

MTPD-2007

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Visit us at www.moonpolice.us

APPLICATION FOR EMPLOYMENT

Moon Township is an Equal Opportunity Employer. All applicants will be considered without regard to race, color, religion, national origin, sex, age or disability. All information requested for this application form is solicited for the purpose of determining abilities and skills required for proper job placement and to facilitate verification of the information requested.

INSTRUCTIONS

This application must be completed in its entirety. Please print in ink or type. Forward the completed application to the above listed address, email it to capt.seamon@moonpolice.us or fax it to (412) 269-2861, attn: Capt. G. Seamon

<u>Position applied for</u>	DISPATCH		Full Time ()	Part Time (X)
Name	<u>Last</u>	<u>First</u>	<u>Middle Initial</u>	
Address				
	<u>City</u>	<u>State</u>	<u>Zip</u>	
<u>DOB</u>	<u>SSN</u>	<u>Driver's No.</u>		<u>State</u>
<u>Home phone</u>	<u>Cell Phone</u>		<u>Work Phone</u>	

Circle correct answer

Are you a U.S. citizen or legally authorized to work in the U.S.?	Yes	No
Have you ever worked for the Township of Moon?	Yes	No
<u>If yes provide dates and position</u>		
Can you work weekends?	Yes	No
Can you work 3pm to 11pm ?	Yes	No
	No	11pm to 7am ?
List hours / days you can not work		
May we contact your current employer?	Yes	No
<u>Contact name</u>	<u>Contact position</u>	<u>Contact phone</u>
Have you ever been convicted of a felony or misdemeanor?	Yes	No
<u>If yes provide dates and crime(s)</u>		

Please attach a resume if available



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EMPLOYMENT HISTORY

List all employment for the past ten years beginning with current or most recent position

<u>Employer</u>		<u>Job Title</u>	<u>Employer Phone</u>
<u>Employer Address</u>			
<u>Date of Hire</u>	<u>End Date</u>	<u>Starting Rate</u>	<u>Ending Rate</u>
<u>Supervisor</u>		<u>Duties</u>	
<u>Reason for Leaving / Other Info</u>			

<u>Employer</u>		<u>Job Title</u>	<u>Employer Phone</u>
<u>Employer Address</u>			
<u>Date of Hire</u>	<u>End Date</u>	<u>Starting Rate</u>	<u>Ending Rate</u>
<u>Supervisor</u>		<u>Duties</u>	
<u>Reason for Leaving / Other Info</u>			

<u>Employer</u>		<u>Job Title</u>	<u>Employer Phone</u>
<u>Employer Address</u>			
<u>Date of Hire</u>	<u>End Date</u>	<u>Starting Rate</u>	<u>Ending Rate</u>
<u>Supervisor</u>		<u>Duties</u>	
<u>Reason for Leaving / Other Info</u>			

<u>Employer</u>		<u>Job Title</u>	<u>Employer Phone</u>
<u>Employer Address</u>			
<u>Date of Hire</u>	<u>End Date</u>	<u>Starting Rate</u>	<u>Ending Rate</u>
<u>Supervisor</u>		<u>Duties</u>	
<u>Reason for Leaving / Other Info</u>			

<u>Employer</u>		<u>Job Title</u>	<u>Employer Phone</u>
<u>Employer Address</u>			
<u>Date of Hire</u>	<u>End Date</u>	<u>Starting Rate</u>	<u>Ending Rate</u>
<u>Supervisor</u>		<u>Duties</u>	
<u>Reason for Leaving / Other Info</u>			

Attach additional pages if necessary



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EDUCATION

<u>High School Name</u>		<u>Location</u>					
<u>Highest Grade Completed</u>	<u>Graduate</u>	YES	NO	<u>GED</u>	YES	NO	N/A

College, University, Trade/Technical School and/or Apprentices Programs

<u>School Name</u>		<u>Location</u>					
<u>Type School and Course of Study</u>			<u>Years</u>	<u>Graduate / Certificate</u>		YES	NO

<u>School Name</u>		<u>Location</u>					
<u>Type School and Course of Study</u>			<u>Years</u>	<u>Graduate / Certificate</u>		YES	NO

<u>School Name</u>		<u>Location</u>					
<u>Type School and Course of Study</u>			<u>Years</u>	<u>Graduate / Certificate</u>		YES	NO

Military Experience

<u>Branch of Service</u>	<u>Years of Service</u>	<u>Rank at Separation</u>
<u>Reserve Obligation</u>	<u>Specialized Training</u>	

Other Qualifications

Summarize special skills, abilities, experiences which qualify you for this position

Attach additional pages if necessary



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REFERENCES

LIST THREE (3) REFERENCES Other than relatives or former employers

<u>Reference Name</u>	<u>Phone</u>
<u>Address</u>	<u>Relationship</u>
	<u>How Long Known?</u>

<u>Reference Name</u>	<u>Phone</u>
<u>Address</u>	<u>Relationship</u>
	<u>How Long Known?</u>

<u>Reference Name</u>	<u>Phone</u>
<u>Address</u>	<u>Relationship</u>
	<u>How Long Known?</u>

CERTIFICATION, AUTHORIZATION AND AGREEMENT

“I certify that the information supplied by me on this application and in my resume, if any, is true and complete and does not contain any falsifications, omissions, or concealments of material fact. I authorize Moon Township to investigate the truth of this information and of any other information I may supply during a pre-employment interview. I further authorize every school, employer, person and agency identified by me on this form or in my resume to release any and all verifying information Moon Township may solicit from it or them. I further authorize Moon Township to investigate any felony or misdemeanor convictions in my criminal history that are directly related to my suitability for employment in the position for which I have applied. If my application is denied in whole or in part because of information contained in a criminal records report, Moon Township will so advise me.”

“I hereby release all law enforcement agencies, my former employers, all educational institutions and programs and every other person identified by me on this form or in my resume from liability for any damage or injury arising out of the release of information requested by Moon Township.”

“I understand and agree that Moon Township’s acceptance of this employment application does not constitute any promise, express or implied, that I will be hired. I further understand that Moon Township does not guarantee anyone employment for any specific length of time. I therefore agree that, if I am hired, my employment may be terminated by either me or by Moon Township without notice or cause.”

“I further understand and agree that any offer of employment Moon Township may make to me (and, if I am hired, my continued employment) will be contingent upon my submission of evidence verifying that I am authorized to work in the United States and may be contingent upon my taking and passing physical examinations, drug tests and/or any other examinations required for the position for which I am hired.”

“I certify that I am not a party to any contract or other obligation which would limit, interfere with or restrict my ability to work for Moon Township in any way.”

“I hereby acknowledge that I have read this section of the employment application and fully understand the meaning and effect of signing this form.”

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Signature

Date