

To: Patty-Pocono Record
From: Cathy A. Martinelli
Date: January 6, 2023
Re: Classified Ads

Chestnuthill Township
Project Coordinator/Code Enforcement Officer

Chestnuthill Township is accepting applications for the full-time position of Project Coordinator/Code Enforcement Officer. This is a multi-function position including working with the road department, zoning & planning department, and administration department. For details and information on the job of the Project Coordinator/Code Enforcement Officer please refer to the job description. Applicants must be able to multi-task, have great communication skills, be a team player, and a problem solver. The salary for this position is commensurate upon experience and qualifications and includes an excellent benefits program. Applications can be obtained online through the Townships Website (www.chestnuthilltwp-pa.gov) or by contacting Cathy Martinelli (570-992-7247) at the Chestnuthill Township Municipal Building 271 Rt. 715, PO Box 243, Brodheadsville, PA 18322. Applications & resume must be returned no later than Monday, Jan 23, 2023, at noon.

Post
Jan 16, 17 & 18

Chestnuthill Township Employment Application

PO Box 243
271 Route 715
Brodheadsville, PA 18322
Phone: 570-992-7247
Fax: 570-992-2225
www.chestnuthilltpa.gov

Suffix: First Name: Middle Initial: Last Name:

Present Address: City: Zip:

Permanent Address: City: Zip

Phone Number: Secondary Phone Number: Referred By:

Equal Employment Opportunity Policy Statement.

Chestnuthill Township provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

Please attach your personal resume to the back of this application.

Employment Desired:

Position:

Date You Can Start:

Salary/Hourly Desired:

Are You
Employed Now?

Yes

No

If So, May We Inquire of Your
Present Employer?

Yes

No

Are You Legally
Authorized to Work
in the U.S.?

Yes

No

Have You Ever
Applied To This
Company Before?

Yes

No

When:

Have You Ever
Worked For This
Company Before?

Yes

No

When:

Reason For Leaving:

How Did You Find
Out About This
Position:

Employment Agency

State Employment Office

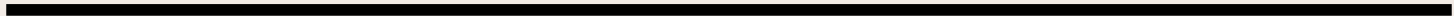
Walk In

Other

Newspaper

College Placement

Website



Education History (High School):

High School (Name):

High School (Location):

Years Attended: Did You Graduate: Subjects Studied:
 Yes
 No

Education History (College):

College (Name):

College (Location):

Years Attended: Did You Graduate: Subjects Studied (Major/Minor):
 Yes
 No

Education History (Trade, Business, or Correspondence School):

School (Name):

School (Location):

Years Attended: Did You Graduate: Subjects Studied:
 Yes
 No

General Information:

Subjects of Special Study/ Research Work:

Special Training, Certifications, or Licenses:

Special Skills, Foreign Languages, etc:

Military Service Record:

Have You Ever Served in
the US Armed Forces:

Branch of Service:

Yes

No

Discharge Date:

Rank:

Have you ever been dishonorably discharged from military service?

Yes

No

If Yes, Why?

Former Employers:

Name of Last or Present Employer:

Address: City: State: Zip:

Starting Date: Ending Date: Job Title:

Salary/ Rate of Pay: May We Contact Your Supervisor?

Yes

No

Name of Supervisor: Supervisors Title: Phone Number:

Description of Work:

Reason For Leaving:

.....
Name of Previous Employer:

Address: City: State: Zip:

Starting Date: Ending Date: Job Title:

Salary/ Rate of Pay: May We Contact Your Supervisor?

Yes

No

Name of Supervisor: Supervisors Title: Phone Number:

Reason For Leaving: Description of Work:

.....
Name of Previous Employer:

Address:

City:

State:

Zip:

Starting Date:

Ending Date:

Job Title:

Salary/ Rate of Pay:

May We Contact Your Supervisor?

Yes

No

Name of Supervisor:

Supervisors Title:

Phone Number:

Description of Work:

Reason For Leaving:

References (List Professional References Whom We May Contact):

Name:

Business:

Phone Number:

.....
Name:

Business:

Phone Number:

.....
Name:

Business:

Phone Number:

Special Purpose Questions:

Are you a U.S. Citizen:	Have you been convicted of a felony or a misdemeanor within the last 5 years?
Yes	Yes
No	No

If Yes, Explain:

You will not be denied employment solely because of a conviction record, unless the offense is related to the job for which you have applied.

Do you have a valid class B or higher CDL?

Yes No

Are you able to lift 50 lbs.

Yes No

Are you able to drive with good vision in poor/ inclement weather.

Yes No

I understand and I agree that i may be required to take one or more : Physical Examinations, Drug & Alcohol Tests, Criminal Background Checks, Credit Checks, as a condition of hiring or continued employment. I agree to consent to take such test(s) at such time as designated by the Township and to release the Township, its Supervisors, Directors, Officers, Agents, or Employees from any claim arising in connection with the use of such test(s).

Yes
No

Authorization:

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information that may have, personal or otherwise, and release the Township from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the Township has any authority to enter into any agreement for employment for any specified period of time, or to make any arrangement contrary to the foregoing, unless it is in writing and signed by an authorized Township Representative

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal, state, and local laws.

Date: Signature:

Date: Parent/Guardian Signature (If Applicant is a Minor):