



INSTRUCTIONS FOR
SUBMISSION OF EMPLOYMENT APPLICATION
PART-TIME SUMMER POSITION

1. An employment application and description of the position are available at the Rapho Township office at 971 North Colebrook Road, Manheim, beginning May 5, 2014. Applications may be picked up at the office in person or at raphotownship.com.
2. Applications should be completed and returned by hand delivery or mail to the Township office by **May 16, 2014** at 3:30 p.m. No email or fax submissions will be accepted.
3. Applications should be addressed to the attention of the Township Manager.
4. Candidates will be contacted by the Township Manager following evaluation of all applications. Calls inquiring about the status of the selection process will not be accepted.
5. Specific information regarding pay rates and benefits will be provided during the selection process.
6. Applicants should be aware that a pre-employment physical and drug screening will be required prior to hiring to confirm the candidate's ability to perform all the physical duties of the position.