

Court of Common Pleas



Lebanon County
Fifty-second Judicial District
400 South Eighth Street
Lebanon, PA 17042
(717) 228-4440
(717) 228-4457 Fax

PRESIDENT JUDGE
JOHN C. TYLWALK

ASSOCIATE JUDGES
SAMUEL A. KLINE
BRADFORD H. CHARLES
CHARLES T. JONES, JR.

SENIOR JUDGE
ROBERT J. EBY

PUBLIC ANNOUNCEMENT

Position Available for Appointment: West Lebanon Township Commissioner

The Court of Common Pleas of Lebanon County is now accepting applications from interested persons for the position of West Lebanon Township Commissioner. The position is open due to the vacancy caused by the resignation of Tina M. Houser. The position will be filled by appointment pursuant to Section 530 of the First Class Township Code (53 P.S. §55530). The appointed candidate's term will terminate as of January 2, 2023.

Interested applicants must be registered electors of West Lebanon Township and have resided within the Township for at least one (1) year. Interested applicants must submit an application and a resume of their full educational background and work experience, a statement of their goals and objectives as Township Commissioner if selected for appointment, and a criminal background investigation waiver. Applicants must submit one original and five (5) copies of the applications, resumes, statements, and waiver forms. All submissions must be sent to: Stephanie Axarlis, District Court Administrator, 400 S. Eighth Street, Room 311, Lebanon, PA 17042.

Applications will not be accepted after 3:00 p.m. on Wednesday, May 4, 2022. No telephone calls or e-mails will be accepted. Please note that all applicants shall be subject to and by submitting an application agree to undergo a complete personal and criminal background investigation. After the deadline for filing has expired, all paperwork submitted, except the waiver* , will be available for public inspection. Prior to the deadline only the identity of the applicants will be subject to public disclosure.

The Board of Judges will review the applications submitted and determine which candidates will be interviewed. Interviews will be scheduled accordingly. Thereafter, the Board of Judges will meet and will determine the successful candidate by vote.

* The criminal background investigation waiver form will not be released since it contains sensitive personal identifying numbers that could facilitate identity theft.

**APPLICATION TO THE COURT OF COMMON PLEAS OF LEBANON COUNTY
FOR APPOINTMENT AS WEST LEBANON TOWNSHIP COMMISSIONER**

NAME _____ DATE _____
 LAST FIRST M.I.

PRESENT ADDRESS _____
 STREET CITY STATE ZIP CODE

PHONE NO. _____
 HOME CELL

DATE YOU CAN START _____

EDUCATION	NAME AND LOCATION OF SCHOOL	YEARS COMPLETED	DIPLOMA/DEGREE	COURSE OF STUDY
HIGH SCHOOL				
COLLEGE UNDERGRADUATE GRADUATE				
OTHER POST HIGH SCHOOL				

LIST PROFESSIONAL CERTIFICATIONS, LICENSES, APPRENTICESHIPS, SPECIALIZED TRAINING, OR FOREIGN LANGUAGE SKILLS:

REFERENCES: GIVE THE NAMES OF 3 PERSONS, NOT RELATED TO YOU, WHOM YOU HAVE KNOWN FOR AT LEAST ONE YEAR

NAME	ADDRESS	PHONE NO.	BUSINESS	RELATIONSHIP

WEST LEBANON TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT UNLAWFULLY DISCRIMINATE IN EMPLOYMENT. NO QUESTION ON THIS APPLICATION IS USED FOR THE PURPOSE OF LIMITING OR EXCLUDING ANY APPLICANT FROM CONSIDERATION FOR EMPLOYMENT ON A BASIS PROHIBITED BY LOCAL, STATE OR FEDERAL LAW. EQUAL ACCESS TO EMPLOYMENT SERVICES AND PROGRAMS ARE AVAILABLE TO ALL PERSONS. APPLICANTS REQUIRING REASONABLE ACCOMMODATION TO THE APPLICATION AND/OR INTERVIEW PROCESS SHOULD CONTACT THE OFFICE OF COURT ADMINISTRATION.

EMPLOYMENT EXPERIENCE - Include any job related military service assignments and volunteer activities

PRESENT OR MOST RECENT EMPLOYER NAME/ADDRESS		STARTING MO./YR.	ENDING MO./YER	JOB TITLE
SUPERVISOR NAME	PHONE NO.	REASON FOR LEAVING		JOB DUTIES
EMPLOYER NAME/ADDRESS		STARTING MO./YR.	ENDING MO. YER	JOB TITLE
SUPERVISOR NAME	PHONE NO.	REASON FOR LEAVING		JOB DUTIES
EMPLOYER NAME/ADDRESS		STARTING MO. YR.	ENDING MO. YER	JOB TITLE
SUPERVISOR NAME	PHONE NO.	REASON FOR LEAVING		JOB DUTIES
EMPLOYER NAME/ADDRESS		STARTING MO. YR.	ENDING MO. YER	JOB TITLE
SUPERVISOR NAME	PHONE NO.	REASON FOR LEAVING		JOB DUTIES

1) HAVE YOU BEEN CONVICTED OF, PLEAD GUILTY TO OR RECEIVED DEFERRED ADJUDICATION FOR A MISDEMEANOR OR A FELONY? [] NO [] YES

IF YES, PLEASE EXPLAIN _____

2) ARE YOU A REGISTERED ELECTOR OF WEST LEBANON TOWNSHIP? [] NO [] YES

3) CAN YOU PROVIDE DOCUMENTATION OF ELIGIBILITY TO WORK IN THE UNITED STATES? [] NO [] YES

4) MAY WE CONTACT YOUR PRESENT EMPLOYER PRIOR TO INTERVIEWING YOU? [] NO [] YES

5) HAVE YOU RESIDED WITHIN WEST LEBANON TOWNSHIP FOR AT LEAST ONE (1) YEAR? [] NO [] YES

I HEREBY GIVE THE COURT OF COMMON PLEAS THE RIGHT TO MAKE A THOROUGH INVESTIGATION INTO MY PREVIOUS EMPLOYMENT, EDUCATION AND REFERENCES. I RELEASE FROM LIABILITY ALL PERSONS, COMPANIES AND CORPORATIONS SUPPLYING SUCH INFORMATION AND INDEMNIFY AND HOLD HARMLESS THE COURT OF COMMON PLEAS FROM ANY LIABILITY WHICH MIGHT RESULT FROM SUCH AN INVESTIGATION.

I UNDERSTAND THAT ANY FALSE ANSWERS, STATEMENTS OR REPRESENTATION MADE BY ME IN THIS APPLICATION AND ANY AND ALL ACCOMPANYING PAPERWORK SHALL CONSTITUTE SUFFICIENT CAUSE FOR REMOVAL FROM OFFICE AND/OR PENALTIES UNDER 18 Pa.C.S. §4904 RELATED TO UNSWORN FALSIFICATION TO AUTHORITIES. I UNDERSTAND THAT NOTHING CONTAINED IN THIS APPLICATION OR THE GRANTING OF AN INTERVIEW IS INTENDED TO CREATE AN OFFER OF APPOINTMENT TO THE APPLIED POSITION. I UNDERSTAND THAT, IF APPOINTED, I MUST ABIDE BY THE RULES AND POLICES OF WEST LEBANON TOWNSHIP.

Signature

Date

West Lebanon Township Commissioner Appointment

BACKGROUND INVESTIGATION WAIVER

Applicant: Please read carefully before you complete and sign this form.

This constitutes my consent and authorization to the disclosure or furnishing of any relevant and necessary information or records to the Lebanon County Court of Common Pleas by any person, corporation, agency, or association concerning my character, employment, educational institution, or military service as may be relevant and necessary for a determination of my suitability for appointment, which includes reference checks and a criminal background investigation.

I hereby release the aforementioned persons, corporations, agencies, associations, and their employees, agents and representatives from any and all liability for damages resulting from a decision by the Court of Common Pleas not to appoint me on account of any such information received, or due to providing false or misleading information or records about me.

PLEASE PRINT OR TYPE

Full Name, Including Maiden and Alias Names

Address

Social Security Number

Date of Birth/State

Sex/Race

Driver's License Number/State

Applicant's Signature

Date