



Application for Employment

PLEASE PRINT

Position(s) Applied For _____ Date of Application ____ / ____ / ____

Referral Source: _____ Advertisement _____ Employee _____ Relative
_____ Walk-in _____ Other _____

Name of Source (If Applicable) _____

Name _____
Last First Middle

Address _____
Street City State Zip code

Telephone Number _____ Social Security Number XXX - XX - _____

If necessary, best time to call you at home is? ____ : ____ a.m. /p.m.

May we contact you at work? ____ Yes ____ No

If yes, work number Best time to call : ____ a.m. /p.m.

If you are under 18, can you furnish a work permit? ____ Yes ____ No

Have you filed an application here before? ____ Yes ____ No

If yes, please give an approximate date or dates.

Have you ever been employed here before? ____ Yes ____ No

If yes, please give dates. To _____

Are you legally eligible for employment in this country? ____ Yes ____ No
(Proof of U.S. Citizenship or immigration status will be required upon employment)

Date available to start work / ____ / ____

Type of employment desired:

_____ Full Time _____ Part Time _____ Temporary _____ Seasonal _____ Educational Co-op

Are you on lay-off and subject to recall? ____ Yes ____ No

Will you relocate if job requires it? ____ Yes ____ No

Will you travel if job requires it? ____ Yes ____ No

Will you work overtime if required? ____ Yes ____ No

Have you ever been bonded? ____ Yes ____ No

Have you been convicted of a felony in the last seven (7) years? ____ Yes ____ No
(Such conviction may be relevant if job related, but does not bar you from employment)

If Yes, Please explain: _____

Driver's license number (if job related) _____ State _____

Employment History

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience.

Employer	Telephone ()	Dates Employed From To	Summarize the nature of the work performed and job responsibilities:
Address		_____	

Job Title		Hourly Rate/Salary Starting	
Immediate Supervisor and Title		\$ _____ Per _____	
Reason for Leaving		Hourly Rate/Salary Final	
May we contact for reference		\$ _____ Per _____	
_____ Yes _____ No _____ Later			

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May we contact for reference Yes _____ No _____ Later _____		\$ _____ Per _____	

Skills and Qualifications – Summarize special skills and qualifications acquired from employment or other experiences that may qualify you to work with our Township.

Educational Background

A. List last three (3) schools attended, starting with last one. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade point Average or Class Rank and E. Major and minor field of study (if applicable).

A. School	B. # Years Completed	C. Degree Diploma	D. GPA Class Rank	E. Major	E. Minor

References

List name and telephone number of three business/work references that are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references that are *not* related to you.

Name	Telephone #	Years Known

List professional, trade, business, or civic associations and any offices held. *(Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability, or other protected status.)*

Organization	Offices Held

List any special accomplishments, publications, awards. *(Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability, or other protected status.)*

List any additional information you would like us to consider:_____

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the Employer's service if I have been employed.

I give the Employer the right to investigate all references and to secure additional information about me, if job related.

The Employer is an Equal Opportunity Employer. The Employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

I understand that just as I am free to resign at any time, the Employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary.

Signature of Applicant _____ Date _____ / _____ / _____