



**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  _____ Yes _____ No _____ Later		\$ _____ Per _____	

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		_____	
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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.**

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**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.)*

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List any additional information you would like us to consider:\_\_\_\_\_

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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 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_