



APPLICATION FOR EMPLOYMENT

We are committed to providing equal employment opportunity to all qualified applicants without regard to race, color, religion, national origin, ancestry, citizenship status, military service, age, sex, disability, genetic information or any other protected status as defined by applicable federal, state or local laws.

GENERAL APPLICANT INFORMATION

Date: _____

Name: _____
Last First Middle

Address: _____
Street City State Zip

Phone: _____
Home Cell

Email Address: _____

Are you legally authorized to work in the U.S.? Yes No Proof of work authorization required upon hire.

Have you ever been convicted of any crime? Yes No If yes, please explain: _____

Note: A yes response does not automatically disqualify your application.

If you were referred to the Township by a current employee, please provide the employee's name:

EMPLOYMENT DESIRED

Position: _____ Date You Can Start: _____ Salary Desired: _____

Are you Employed Now? Yes No If yes, may we contact your present employer? Yes No

Have you ever worked for this Township before? Yes No If yes, when? _____

EDUCATION

Institution	Name	City/State	Years Completed	Did You Graduate?	Degree Received
High School			1 2 3 4	___ Yes ___ No	
College			1 2 3 4	___ Yes ___ No	
Other			1 2 3 4	___ Yes ___ No	

EMPLOYMENT HISTORY: Start with most recent position first.

From:	To:	Employer:
Address:		
Phone Number:		
Supervisor:		
Position:	Salary:	
Reason for Leaving:		
Responsibilities:		
May we contact your previous supervisor for a reference?		Yes No
From:	To:	Employer:
Address:		
Phone Number:		
Supervisor:		
Position:	Salary:	
Reason for Leaving:		
Responsibilities:		
May we contact your previous supervisor for a reference?		Yes No
From:	To:	Employer:
Address:		
Phone Number:		
Supervisor:		
Position:	Salary:	
Reason for Leaving:		
Responsibilities:		
May we contact your previous supervisor for a reference?		Yes No

REFERENCE: List below three professional references.

Name	Address	Phone Number	Relationship	Years Known
1.				
2.				
3.				

AUTHORIZATION

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Township.

I understand that any employment is conditioned on a background check. I authorize the Township to solicit information regarding my character, general reputation, previous employment, and similar background information, and to contact any and all references and

previous employers. I hereby release all parties connected with any such request for information from all claims, liabilities, and damages for any reason arising out of or related to such investigation or disclosure.

I further understand any offer of employment is expressly conditioned upon passing a drug screen test, a physical, criminal history, child abuse and motor vehicle record checks. In addition, employees may be subject to drug testing under conditions identified in the Township's Employee Handbook. I understand that if I receive a conditional offer of employment, failure of a drug test or refusal to submit to a drug test, failure of a physical, failure of any criminal history, child abuse or motor vehicle record check will result in withdrawal of the offer of employment or if employed, termination of employment.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at-will" and may be terminated at any time, with or without cause or prior notice, either by me or the Township. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Township unless made in writing and signed by the Township Manager or Chair of the Board of Supervisors.

Signed: _____ Date: _____