

# Township of Lower Application For Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For \_\_\_\_\_

Date of Application \_\_\_\_\_

How Did You Learn About Us?

Advertisement

Friend

Walk-In

Employment Agency

Relative

Other \_\_\_\_\_

Last Name

First Name

Middle Name

Address

Number

Street

City

State

Zip Code

Telephone Number(s) \_\_\_\_\_

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes  No

Have you ever filed an application with us before?

Yes  No

If Yes, give date \_\_\_\_\_

Have you ever been employed with us before?

If Yes, give date \_\_\_\_\_

Are you currently employed?

Yes  No

May we contact your present employer?

Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

*Proof of citizenship or immigration status will be required upon employment.*

Yes  No

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full Time  Part Time  Shift Work  Temporary

Are you currently on "lay-off" status and subject to recall?

Yes  No

Can you travel if a job requires it?

Yes  No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

# Education

|                              | Name and Address of School | Course of Study | Years Completed | Diploma Degree |
|------------------------------|----------------------------|-----------------|-----------------|----------------|
| <b>Elementary School</b>     |                            |                 |                 |                |
| <b>High School</b>           |                            |                 |                 |                |
| <b>Undergraduate College</b> |                            |                 |                 |                |
| <b>Graduate Professional</b> |                            |                 |                 |                |

Indicate any foreign language you can speak, read and / or write

|       | FLUENT | GOOD | FAIR |
|-------|--------|------|------|
| SPEAK |        |      |      |
| READ  |        |      |      |
| WRITE |        |      |      |

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

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Describe any job-related training received in the United States military.

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# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

|                        |  |                |
|------------------------|--|----------------|
| Employer               | Dates Employed<br>From / To            | Work Performed |
| Address                | /                                      |                |
| Telephone Number(s)    | Hourly Rate/Salary<br>Starting / Final |                |
| Job Title / Supervisor | /                                      |                |
| Reason for Leaving     |  |                |
| Employer               | Dates Employed<br>From / To            | Work Performed |
| Address                | /                                      |                |
| Telephone Number(s)    | Hourly Rate/Salary<br>Starting / Final |                |
| Job Title / Supervisor | /                                      |                |
| Reason for Leaving     |  |                |
| Employer               | Dates Employed<br>From / To            | Work Performed |
| Address                | /                                      |                |
| Telephone Number(s)    | Hourly Rate/Salary<br>Starting / Final |                |
| Job Title / Supervisor | /                                      |                |
| Reason for Leaving     |  |                |

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

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# **Additional Information**

## **Other Qualifications**

Summarize special job-related skills and qualifications acquired from employment or other experience.

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## **Specialized Skills**

## **Skills/Equipment Operated**

|       | Production/Mobile<br>Machinery (list) | Other (list) |
|-------|---------------------------------------|--------------|
| _____ | _____                                 | _____        |
| _____ | _____                                 | _____        |
| _____ | _____                                 | _____        |
| _____ | _____                                 | _____        |

State any additional information you feel may be helpful to us in considering your application.

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## **References**

1. \_\_\_\_\_  
(Name) Phone # \_\_\_\_\_  
\_\_\_\_\_  
(Address)
2. \_\_\_\_\_  
(Name) Phone # \_\_\_\_\_  
\_\_\_\_\_  
(Address)
3. \_\_\_\_\_  
(Name) Phone # \_\_\_\_\_  
\_\_\_\_\_  
(Address)

## **Applicant's Statement**

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision including:

- Employment records/Employers references
- Criminal Background records information
- Criminal Background check/fingerprints
- Driver's license check
- Automobile Insurance check
- Training/Experience
- Personal references
- Addresses
- Commercial Driver's License drug and alcohol testing records

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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**FOR PERSONNEL DEPARTMENT USE ONLY**

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Arrange Interview     Yes     No

Remarks \_\_\_\_\_

\_\_\_\_\_  
Interviewer                      Date

Employed     Yes     No    Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_  
NAME AND TITLE                      DATE

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**NOTES** \_\_\_\_\_

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