



APPLICATION FOR EMPLOYMENT

(PLEASE PRINT OR TYPE)

Position Applied for: _____

Date of Application: _____ Date Received by Township: _____

Last Name: _____ First Name: _____ Middle Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Email Address: _____ Social Security Number: _____

Please Check () American Indian/Alaskan Native () Black () White () Asian/Pacific Islander () Hispanic ()

Other () Please Check: Female () Male () Date of Birth: _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? () Yes () No

Have you ever been employed with us before? () Yes () No 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 () Temporary/Seasonal

Are you currently on "lay-off" status and subject to recall? () Yes () No

Have you been convicted of a felony within the last 7 years? () Yes () No If Yes, Please Explain:

EDUCATION & TRAINING

Name of School: _____ Address: _____

Course of Study: _____ Years Completed: _____

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Name of School: _____ Address: _____

Course of Study: _____ Years Completed: _____

Diploma(s) Received: _____

Indicate any foreign languages you can speak, read, and/or write: _____

Describe any specialized training related to the position you are applying for:

List any apprenticeship, skills and extra-curricular activities:

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, handicap or other protected status.

1. Employer: _____ Address: _____ Telephone: _____

Dates Employed: _____

Work Performed:

Job Title: _____ Hourly Rate/Salary Starting: _____ Final: _____

Supervisor: _____ Reason for Leaving: _____

2. Employer: _____ Address: _____ Telephone: _____

Dates Employed: _____

Work Performed:

Job Title: _____ Hourly Rate/Salary Starting: _____ Final: _____

Supervisor: _____ Reason for Leaving: _____

3. Employer: _____ Address: _____ Telephone: _____

Dates Employed: _____

Work Performed:

Job Title: _____ Hourly Rate/Salary Starting: _____ Final: _____

Supervisor: _____ Reason for Leaving: _____

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

SPECIAL SKILLS OR QUALIFICATIONS

Summarize special skills and qualifications acquired from employment or other experiences:

REFERENCES

Give name, address, and telephone number of three references who are not related to you and are not previous employers.

1) _____

2) _____

3) _____

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.

The applicant understands that neither this document nor any offer of employment from the employer constitutes an employment contract unless a specific document to that effect is executed by the employer and employee in writing. In an 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: _____

WEST VINCENT TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER, WOMEN AND MINORITIES ARE ENCOURAGED TO APPLY.