

Application for Employment



Position(s) Applied For: _____ Date: _____

Employment Type: Full-Time Part-Time Seasonal Desired Salary Range: \$ _____

Personal Information

Legal Name: _____

Address: _____

Phone: _____ Email: _____

Driver's License Number (if driving is an essential job function): _____ State: _____

Employment Eligibility

Are you legally eligible for employment in this country? Yes No

Have you ever been employed for Cascade Charter Township? Yes No

If yes, please provide dates and positions: _____

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes No

If yes, please provide dates and details: _____

ANSWERING "YES" TO THESE QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT. FACTORS SUCH AS DATE OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE VIOLATION, REHABILITATION AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.

Are you able to meet the attendance requirements of the position? Yes No

Education History

High School Name: _____ Location: _____

Major/Degree: _____ # of Years Completed: _____ Did you graduate? Yes No

College School Name: _____ Location: _____

Major/Degree: _____ # of Years Completed: _____ Did you graduate? Yes No

Trade, Business or other School Name: _____ Location: _____

Major/Degree: _____ # of Years Completed: _____ Did you graduate? Yes No

Employment History

Provide the following information of your past 3 employers, assignments or volunteer activities, starting with the most recent.

Employer One: _____ City: _____

Supervisor: _____ Phone: _____ May we contact for a reference? Yes No Later

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Summarize the nature of work performed and job responsibilities: _____

Employed from: _____ To: _____ Reason for Leaving: _____

Employer Two: _____ City: _____

Supervisor: _____ Phone: _____ May we contact for a reference? Yes No Later

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Summarize the nature of work performed and job responsibilities: _____

Employed from: _____ To: _____ Reason for Leaving: _____

Employer Three: _____ City: _____

Supervisor: _____ Phone: _____ May we contact for a reference? Yes No Later

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Summarize the nature of work performed and job responsibilities: _____

Employed from: _____ To: _____ Reason for Leaving: _____

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Skills and Qualifications

Summarize any training, skills, license and/or certificates that may qualify you as being able to perform job-related functions in the position in which you are applying:

References

Please list three work-related references you are not related to and have known for more than one year.

Reference One Name: _____ Address: _____

Company: _____ Position: _____ Relation to you: _____

Phone: _____ Email: _____

Reference Two Name: _____ Address: _____

Company: _____ Position: _____ Relation to you: _____

Phone: _____ Email: _____

Reference Three Name: _____ Address: _____

Company: _____ Position: _____ Relation to you: _____

Phone: _____ Email: _____

Applicant Statement

The applicant must read the following statement carefully and sign below:

I certify that all the information I have provided in order to apply for and secure work with the Township is true, complete, and correct.

I understand that any information provided by me is found to be false, incomplete or misinterpreted in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents or representatives for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand the Township does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the Township and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the Township reserves the same right to terminate any employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment or contract for employment for any specified period of time or definite duration. I understand that no supervisor or representative of the Township is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Township's Manager.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

Do not sign until you have read the above application statement.

I certify that I have read, fully understand and accept all term of the foregoing Applicant Statement.

Applicant Signature

Date