

PERKINS TOWNSHIP

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

				Date _____	
Name _____					
Last		First		Middle	
				Maiden	
Present address _____					
Number		Street		City	
				State	
				Zip	
How long _____					
Telephone (____) _____				Are you 18 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	
E-mail _____					

EMPLOYMENT DESIRED

Position(s) applied for _____	Days/hours available to work: _____
Salary desired _____	_____
How many hours can you work weekly? _____	Can you work evenings? _____
Employment desired <input type="checkbox"/> FULL-TIME ONLY <input type="checkbox"/> PART-TIME ONLY <input type="checkbox"/> FULL- OR PART-TIME	
When are you available to start work? _____	

EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Business or Trade School				
Professional or Graduate School				

Please identify where you learned about an employment opportunity with Perkins Township:

____ Newspaper ____ Employment Agency ____ Relative/Friend ____ Walk-In ____ Other
____ Employee Referral ____ College Placement Service ____ Website

WORK EXPERIENCE

Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

Name of Employer Address City, State, Zip Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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Are you currently employed?

☐ Yes

☐ No

May we contact your present employer?

☐ Yes

☐ No

Did you complete this application yourself

☐ Yes

☐ No

If not, who did? _____

Have you ever been in the armed forces?

☐ Yes

☐ No

Specialty _____ Date Entered _____

Discharge Date _____

Are you now a member of the National Guard?

☐ Yes

☐ No

If hired, can you provide proof of U.S. citizenship
or proof of your legal right to live and work in this country?

☐ Yes

☐ No

Have you ever been employed with Perkins Township?

☐ Yes

☐ No

If yes, when? _____

Do you have any friends or relatives employed by Perkins Township?

☐ Yes

☐ No

If yes, please provide their names and relationship to you.

Do you have a valid Ohio driver's license? CDL?

☐ Yes

☐ No

State and Number: _____

Are you able to perform the essential functions and duties
of the job for which you are applying?

☐ Yes

☐ No

If not, please describe the functions or duties you are unable to perform. _____

REFERENCES

Please list below three persons not related to you who have knowledge of your work performance and/or personal qualifications within the last 5 years.

Name		Occupation
Company name	Address	
Telephone	E-mail	Years acquainted

Name		Occupation
Company name	Address	
Telephone	E-mail	Years acquainted

Name		Occupation
Company name	Address	
Telephone	E-mail	Years acquainted

SKILLS AND QUALIFICATIONS

Summarize any special training skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

Computer Skills:

☐ Word Processing ☐ Spreadsheets ☐ Presentations/Forms ☐ Email ☐ Internet

APPLICATION FORM WAIVER

Please read each paragraph closely, initial each, and sign below

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or any other document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize Perkins Township to thoroughly investigate my references, work records, education, driving record, credit history, criminal background and other matters related to my suitability for employment. I further authorize the employers, schools and other references I have listed to disclose to Perkins Township any and all documents, transcripts, letters, reports and other information related to these references, without giving me prior notice of such disclosure. I hereby release Perkins Township, my former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosures.

I understand that I will not receive, and am not entitled to, a copy of the report of the investigation or to know its content. I further understand that the contents of this report are privileged. I agree to give any further information that may be required in reference to my past record. I fully understand that all information gained from such investigation is confidential and will be released only to authorized persons in the employment process.

I understand that nothing contained in the application, or conveyed during any interview which may be granted, or during my employment, if hired, is intended to create an employment contract between me and Perkins Township. **As part of the Drug Free Workplace Policy, I agree to submit to drug and alcohol screening tests when required upon a conditional offer of employment and during employment. As part of the Tobacco Free Hiring Policy, I agree to submit to nicotine testing when required upon a conditional offer of employment and during employment.** I will participate in the Direct Payroll Deposit program as a condition of employment.

SIGNATURE:

DATE:

Perkins Township is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age, or disability. Employment decisions are based upon the totality of the information provided and not solely upon any single factor.

Thank you for completing this application form.