PERKINS TOWNSHIP

|  |
| --- |
| APPLICATION FOR EMPLOYMENT |
| PERSONAL INFORMATION Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
| Name  |
|  **Last First Middle Maiden** |
| **Present address**  |
|  **Number Street City State Zip** |
|  |  |
| **Telephone ( )**  **E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| EMPLOYMENT DESIRED |
|  |
| Position(s) applied for Salary desired  | Days/hours available to work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **How many hours can you work weekly? Can you work evenings?**  |
| **Employment desired ❑FULL-TIME ❑PART-TIME ❑SEASONAL** |
| **When are you available to start work?**  |
|  |
| EDUCATION (Upon employment, the successful applicant may be required to provide proof of graduation or GED) |
| **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

|  |
| --- |
| **Are you currently employed? ❑ Yes ❑ No** |
| **May we contact your present employer? ❑ Yes ❑ No****If you are under 18, can you furnish a work permit? ❑ 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 submitted an application to Perkins Township? ❑ Yes ❑ No** **If yes, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****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, who? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Do you have a valid Ohio Driver’s License? ❑ Yes ❑ No** **(This information will be considered for selection purposes only if such license is required by law to perform the duties of the position for which you are considered)** **If yes, type of license: \_\_\_\_\_Operator’s \_\_\_\_\_Commercial** **CDL Endorsements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Military Service or Veteran Status? ❑ Yes ❑ No** **If yes, provide branch of service, rank, discharged date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Have you been provided with a written job description of the position for which** **you applied? ❑ Yes ❑ No****Are you able to perform the essential duties, responsibilities and**  **functions of the job for which you have applied? ❑ Yes ❑ No** **Can you meet the attendance requirements of this position? ❑ Yes ❑ No** **Are you able to work overtime if necessary? ❑ Yes ❑ No** **Are you able to travel if the position requires it? ❑ Yes ❑ No** **List special equipment or machines you can operate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Please list any additional information you feel may be helpful to us when considering your application. *Exclude those which indicate race, color, religion, sex, or national origin.*** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Please explain any gaps in employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Have you ever been fired or asked to resign from a job? \_\_\_\_\_\_\_\_\_\_\_ If yes, explain: \_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
|  |
|  |

|  |
| --- |
| **REFERENCES** |
| **Please list below three persons not related to you who have knowledge of your work performance and/or personal qualifications.** |
|  |
| **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 |

|  |
| --- |
| **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** | **Name of last supervisor** | **Employment dates** | **Pay or salary** |
| **City, State, Zip Phone number** |  | **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.** |
|  |
|  |
|  |
|  |
|  |
| **Name of Employer Address** | **Name of last supervisor** | **Employment dates** | **Pay or salary** |
| **City, State, Zip Phone number** |  | **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.** |
|  |
|  |
|  |
|  |
|  |  |
| **Name of Employer Address** | **Name of last supervisor** | **Employment dates** | **Pay or salary** |
| **City, State, Zip Phone number** |  | **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.** |
|  |
|  |
|  |
|  |

|  |
| --- |
| **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 a nicotine screening test 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** |