

DICKINSON TOWNSHIP

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

EMPLOYMENT APPLICATION

Dickinson Township recognizes and embraces the concept of equal employment opportunity. It is Dickinson Township's policy to recruit and hire all persons without regard to race, color, religion, sex, national origin, marital status, age or non-job related physical or mental handicap or disability.

COMPLETION OF THIS APPLICATION DOES NOT GUARANTEE ANY APPLICANT AN INTERVIEW OR EMPLOYMENT

PERSONAL DATA

Phone: _____

Name: _____ (Last) _____ (First) _____ (M.I.)

Present Address: _____ (Street) _____ How Long _____

_____ (City) _____ (State) _____ (Zip)

Have you ever worked for Dickinson Township Yes No When: _____ Reason for leaving: _____ Referred by: _____

JOB INTEREST () Full Time () Part Time () Other: _____

POSITION DESIRED: _____ Date Available: _____ Salary Desired: \$ _____

ARE YOU WILLING TO WORK AT NIGHT, WEEKENDS, HOLIDAYS, DURING EMERGENCIES AND STORMS OR WHEN REQUESTED BY YOUR SUPERVISOR? () Yes () No DO YOU HAVE A VALID PA. DRIVER'S LICENSE? () Yes () No If yes, Class: _____ Number: _____

EDUCATION:

Trade School/Business High School College Last year completed: ()1 ()2 ()3 ()4 ()9 ()10 ()11 ()12 ()1 ()2 ()3 ()4 NAME & ADDRESS of SCHOOL Did You Graduate Course Degree

Table with 4 columns: School Type, Name & Address, Did You Graduate, Course Degree. Rows include Trade School/Business, High School, and College.

GENERAL INFORMATION:

Are you over the age of 18? _____ Have you ever been convicted of a crime other than a Traffic Violation? () Yes () No Are you a veteran? _____ Dates of Duty: _____ to _____ Rank _____ Date of Discharge _____ Other Education, Training, Skills: _____

Machines / Equipment you are qualified to operate: _____

EMPLOYMENT EXPERIENCE

PLEASE LIST YOUR RECENT JOB FIRST, ACCOUNT FOR ALL TIME INCLUDING UNEMPLOYMENT, USE ADDITIONAL SHEET, IF NECESSARY

DATES FROM TO	EMPLOYER NAME & ADDRESS	1. Job Title 2. Department 3. Name of Supervisor	DESCRIBE MAJOR DUTIES	WAGES START FINAL	REASON for LEAVING												
		1)															
		2)															
		3)															
		1)															
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<p>REFERENCES: Give Names of Three Persons. Exclude Relatives or Former Employers</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name</th> <th style="width: 30%;">Address</th> <th style="width: 30%;">Business</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>						Name	Address	Business									
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<p>APPLICANT'S CERTIFICATION AND AGREEMENT:</p> <p>I certify that all of the statements made in this application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that if employed, falsified statements on the Application shall be considered cause for dismissal.</p> <p>This application must be signed and dated for consideration. This is a drug free environment, drug testing may be required prior to being hired. A criminal background check may be done prior to your being hired, are you willing to release your Social Security number for the background check.</p>																	
<p><i>This space for Personnel Department use only.</i></p> <p>Interviewed By: _____ Date: _____</p> <p>For Job Title: _____ Dept. _____ Wage _____ Per _____</p> <p>Date Hired: _____ Date: _____ Rate: \$ _____</p> <p>Reason for Non-Placement: _____</p> <p>Remarks: _____</p>					<p>APPLICANT SIGNATURE _____ DATE _____</p>												