

POSITION APPLYING FOR: _____ **FT** **PT**

Applicant Information

Full Name: _____ Date: _____
Last First M.I.
 Address: _____
Apartment/Unit #

State, ZIP
 Phone: _____ Email _____
 Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____
 Position Applied for: _____

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for Wayne Township before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?		
Do you have relatives working for Wayne Township?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, who?		

Education

High School: _____ Address: _____
 From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____
 From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____
 From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name:		Relationship:	
Company:		Phone:	
Address:			

Full Name:		Relationship:	
Company:		Phone:	
Address:			

Full Name:		Relationship:	
Company:		Phone:	
Address:			

Previous Employment

Company: _____		Phone: _____
Address: _____		Supervisor: _____
Job Title: _____	Starting Salary:\$ _____	Ending Salary:\$ _____
Responsibilities: _____		
From: _____	To: _____	Reason for Leaving: _____
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/> NO <input type="checkbox"/>

Company: _____		Phone: _____
Company: _____		Phone: _____
Address: _____		Supervisor: _____
Job Title: _____	Starting Salary:\$ _____	Ending Salary:\$ _____
Responsibilities: _____		
From: _____	To: _____	Reason for Leaving: _____
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/> NO <input type="checkbox"/>

Company: _____		Phone: _____
Address: _____		Supervisor: _____
Job Title: _____	Starting Salary:\$ _____	Ending Salary:\$ _____
Responsibilities: _____		
From: _____	To: _____	Reason for Leaving: _____
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/> NO <input type="checkbox"/>

Military Service

Branch: _____	From: _____	To: _____
Rank at Discharge: _____	Type of Discharge: _____	
If other than honorable, explain: _____		

Skills & Qualifications

Please provide a copy of all certifications

Do you have your Commercial Drivers' License (CDL)?	Yes	NO	(circle one)
If yes, exp. date: _____			
Other professional licenses, certifications or registrations: _____			
Other qualifications such as special skills and/or abilities: _____			

Disclaimer and Signature

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Employer to make an investigation of any of the facts set forth in this application and release the Employer from any liability. The employer may contact any listed references on this application. I acknowledge and understand that the company is an "at will" employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party

Signature: _____ Date: _____