

Walker Township Employment Application

An Equal Opportunity Employer

Walker Township is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of the organization. *Please print and fill out all sections.*

Applicant Information

Applicant Name _____

Home Phone _____

Address _____

Cell Phone _____

Email Address _____

Employment Positions

Position(s) applying for: _____

What days and hours are you available for work? _____

If hired, on what date can you start working ____/____/____

Personal Information

If hired, would you have transportation to/from work? [] Y or [] N

Are you over the age 18? [] Y or [] N

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States? [] Y or [] N

If hired, are you willing to submit to and pass a controlled substance test? [] Y or [] N

Are you able to perform the essential functions of the job for which you are applying, either with/without reasonable accommodation? [] Y or [] N

If no, describe the functions that cannot be performed:

(Note: The township complies with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.)

Have you ever been convicted of a criminal offense (felony or misdemeanor)? [] Y or [] N

If yes please describe the crime-state nature of the crime(s), when and where convicted and disposition of the case. _____

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense, The date of the offence, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Education, Training & Experience

High School:

School name & address: _____

Number of years completed: _____

Did you graduate? [] Y or [] N

Degree/diploma earned? _____

College / University:

School name & address: _____

Number of years completed: _____

Did you graduate? [] Y or [] N

Degree/diploma earned? _____

Military:

Branch: _____

Rank in Military: _____

Total years of Service _____

Employment History

Are you currently employed? [] Y or [] N

If you are currently employed, may we contact your current employer? [] Y or [] N

Below describe past & present employment positions, dating back five years.

Please account for all periods of unemployment.

Even if you have attached a resume, this section must be completed.

Name of Employer: _____

Name of Supervisor: _____

Telephone Number: _____

Address: _____

Length of Employment (Include Dates): _____

Position & Duties: _____

Reason for Leaving: _____

Name of Employer: _____

Name of Supervisor: _____

Telephone Number: _____

Address: _____

Length of Employment (Include Dates): _____

Position & Duties: _____

Reason for Leaving: _____

Name of Employer: _____

Name of Supervisor: _____

Telephone Number: _____

Address: _____

Length of Employment (Include Dates): _____

Position & Duties: _____

Reason for Leaving: _____

Name of Employer: _____

Name of Supervisor: _____

Telephone Number: _____

Address: _____

Length of Employment (Include Dates): _____

Position & Duties: _____

Reason for Leaving: _____

References

List below three persons who have knowledge of your work performance within the last four year. Please include professional references only.

Name- First, Last: _____
Telephone Number: _____
Address: _____
Occupation: _____
Number of Years Acquainted: _____

Name- First, Last: _____
Telephone Number: _____
Address: _____
Occupation: _____
Number of Years Acquainted: _____

Name- First, Last: _____
Telephone Number: _____
Address: _____
Occupation: _____
Number of Years Acquainted: _____

Please Read and Initial Each Paragraph, then Sign Below

I certify that I have not purposely withheld any information that might adversely affect my chances for hiring. I attest to the fact that the answers given by me are true and correct to the best of my knowledge and ability. I understand that any omission (including misstatement) of material fact on the application or on any document used to secure can be grounds for rejection of application or, if I am employed by the Township, terms for my immediate expulsion from the Township.

I understand that if I am employed, my employment is not definite and can be terminated at any time either with or without prior notice, and by either me or the Township. Furthermore, I understand my employment will be on a part time, as needed basis.

I permit the Township to examine my references, record of employment, education record and any other information I have provided. I authorize the references I have listed to disclose my information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition , I release the township, my former employer & all other persons, corporations, partnerships & associations from any & all claims & demand or liabilities arising out of or in any way related to such examination or revelation.

_____.

Applicant's Signature: _____

Date: _____