

APPLICATION FOR EMPLOYMENT

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Position(s) applied for _____ Date _____

Name _____
Last First Middle

Address _____

Telephone Number(s) _____

Social Security Number _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes ___ No ___

Have you ever filed an application with us before? Yes ___ No ___

Have you ever been employed with us before? Yes ___ No ___

Are you currently employed? Yes ___ No ___

May we contact your present employer? Yes ___ No ___

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes ___ No ___

On what date would you be available for work? _____

Are you available to work: Full Time _____ Part Time _____ Temporary _____

Are you currently on "lay-off" status and subject to recall? Yes ___ No ___

Have you ever been convicted of a felony? Yes ___ No ___

Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain _____

EDUCATION

Name & Address Of School	Course of Study	Years Completed	Diploma Degree
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Elementary School _____

High School _____

College _____

Other _____

Describe any specialized training, apprenticeship, skills and activities _____

Other Qualifications _____

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1. Employer Name and Address _____

Telephone Number _____ Job Title _____

Dates Employed: From _____ To _____

Hourly Rate/Salary: Starting _____ Final _____

Supervisor _____ Reason for Leaving _____

2. Employer Name and Address _____

Telephone Number _____ Job Title _____

Dates Employed: From _____ To _____

Hourly Rate/Salary: Starting _____ Final _____

Supervisor _____ Reason for Leaving _____

3. Employer Name and Address _____

Telephone Number _____ Job Title _____

Dates Employed: From _____ To _____

Hourly Rate/Salary: Starting _____ Final _____

Supervisor _____ Reason for Leaving _____

If you need additional space, please continue on a separate sheet of paper.

ADDITIONAL INFORMATION

References

1. _____
Name Phone #

Address

2. _____
Name Phone #

Address

3. _____
Name Phone #

Address

Please provide the following information so that the Township of Berlin will be in compliance with Title VI of the Civil Rights Act of 1964.

The information regarding race, color, or national origin designation is requested in order to assure the Federal Government, that the Township of Berlin complies with Federal laws prohibiting discrimination on the basis of race, color, or national origin. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluation of your request for service or to discriminate against you in any way. However if you choose not to furnish this information, we are required to note your race and national origin on the basis of visual observation or surname.

Please check the appropriate information below:

RACIAL CATEGORIES

_____ American Indian or Alaska Native

_____ Asian

_____ Black or African American

_____ Native Hawaiian or Pacific Islander

_____ White

ETHNIC CATEGORIES

_____ Hispanic or Latino

_____ Not Hispanic or Latino

_____ Other

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the Township of Berlin is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the Township of Berlin.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Township of Berlin

Signature of Applicant

Date