

# Dennis Township Application for Employment

**INSTRUCTIONS:** Complete all necessary information. You may be asked to provide additional information on another form. This application will be kept on file. It is to your advantage to periodically check to keep it current and active. Be sure to sign and date the application. **Please Print.**

Name \_\_\_\_\_

Social Security # \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Position applied for \_\_\_\_\_

Would you accept full-time work?

Yes  No

Would you accept part-time work?

Yes  No

Have you ever been employed here before?  No  Yes If yes, please give approximate

dates of employment with the Township \_\_\_\_\_

## Education Background

(Circle highest level completed)

Grammar school	5	6	7	8	Vocational training? _____
High school	9	10	11	12	Graduate degree? _____
College	1	2	3	4	Training in what field? _____

Name of last school attended \_\_\_\_\_

## Personal References

(Other than family members or previous employers)

1. Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

2. Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

3. Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

## Previous Employers and their Addresses

### ALL INQUIRIES WILL BE KEPT IN STRICT CONFIDENCE

1. Company Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Address \_\_\_\_\_ Employed From \_\_\_\_\_ To \_\_\_\_\_  
Position \_\_\_\_\_ Reason for Leaving \_\_\_\_\_ Last Wage \_\_\_\_\_
2. Company Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Address \_\_\_\_\_ Employed From \_\_\_\_\_ To \_\_\_\_\_  
Position \_\_\_\_\_ Reason for Leaving \_\_\_\_\_ Last Wage \_\_\_\_\_

Do you have a legal right to be employed in the U.S.?  Y  N (If yes, proof is required)

Are you of legal age to work?  Y  N

## Additional Information

**To The Applicant:** Read this section carefully before answering any of the questions in this area. Answer the following questions only if the box on the left of a question is checked. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal laws also prohibit other types of discrimination, such as citizenship, disability, veteran status, attainment of benefits, or participation in union activities. The laws of many states and localities also prohibit some or all of these types of discrimination, as well as prohibiting additional types of discrimination, such as discrimination based on ancestry, parental or marital status, sexual orientation, or source of income. Only those questions checked below by the employer are believed by the employer to be needed for a legally permissible reason.

- You have been given a written job description, which includes the essential job functions of the position for which you have applied. Are you able to perform each of the essential job functions listed for this position with or without accommodation?  Yes  No  
If you can perform the job functions with an accommodation, please describe how you would perform the functions and with what accommodations. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Sex:  M  F  Height: ft. \_\_\_\_\_ in. \_\_\_\_\_  Weight: \_\_\_\_\_ lbs.  
 Are you a Veteran?  Y  N  Are you eligible to be bonded?  Y  N

I understand that the Immigration Reform and Control Act of November 6, 1986 requires me to prove the legality of my residency or citizenship. I am also aware the failure to provide such proof at the time of request may legally force my termination. To the best of my knowledge the information contained on this application is true. I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between me and the Township for either employment or the provision of any benefits; and further understand that if an employment relationship subsequently is established, I will have the right to terminate my employment at any time and the Township will have a similar right. In addition, I understand that no promise, representation or agreement contrary to the foregoing is binding on the Township unless made in writing and signed by me and an authorized representative of the Township.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_