
**KENNEDY TOWNSHIP
APPLICATION FOR EMPLOYMENT**

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.

(PLEASE PRINT)

POSITION/S APPLIED FOR

DATE OF APPLICATION

LAST NAME

FIRST NAME

MI

ADDRESS

CITY

STATE

ZIP

TELEPHONE NUMBER (HOME) _____ (WORK) _____

SOCIAL SECURITY NUMBER _____ DATE OF BIRTH _____

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes _____ No _____

Are you currently employed?

Yes _____ No _____

May we contact your present employer?

Yes _____ No _____

On what date would you be available to work?

Are you available to work:

_____ Full Time

_____ Part Time

_____ Shift Work

_____ Temporary

Are you currently on "lay-off" status subject to recall?

Yes _____ No _____

Have you ever been convicted of a felony?

Yes _____ No _____

If yes, please explain _____

EMPLOYMENT EXPERIENCE

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

<u>EMPLOYER</u> _____	<u>DATES EMPLOYED</u> <u>FROM</u> <u>TO</u> _____ _____	<u>WORK PERFORMED</u> _____ _____ _____
<u>ADDRESS</u> _____ _____		
TELEPHONE NUMBER _____		
<u>JOB TITLE</u> _____	<u>HOOR RATE/SALARY</u> <u>START</u> <u>FINAL</u> _____ _____	<u>SUPERVISOR</u> _____
<u>REASON FOR LEAVING:</u> _____		

<u>EMPLOYER</u> _____	<u>DATES EMPLOYED</u> <u>FROM</u> <u>TO</u> _____ _____	<u>WORK PERFORMED</u> _____ _____ _____
<u>ADDRESS</u> _____ _____		
TELEPHONE NUMBER _____		
<u>JOB TITLE</u> _____	<u>HOOR RATE/SALARY</u> <u>START</u> <u>FINAL</u> _____ _____	<u>SUPERVISOR</u> _____
<u>REASON FOR LEAVING:</u> _____		

COMMENTS: _____

EDUCATIONAL BACKGROUND

Give the highest grade completed _____

If you completed high school, give date _____

Name and location of last High School attended:

Name and location of College or University	Dates Attended		Degrees Received
	From	To	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List your major fields of study:

Name and location of other schools or Colleges attended	Dates Attended		Degrees Received
	From	To	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List any type of trade or professional license you have ever held:

Kind of license _____ Licensing Authority _____

ADDITIONAL INFORMATION

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

SPECIALIZED SKILLS

Specialized Skills - **Check Skills/Equipment Operated** (List machinery you can operate)

Computer Knowledge _____

Wordperfect _____

Typewriter _____

Police Radio Communications _____

Other _____

REFERENCES

What three persons, other than relatives and former employers, may be contacted for information about your character and reputation?

NAMES

ADDRESS & PHONE NUMBER

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.

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 set forth by Kennedy Township.

This application for employment shall be considered active for a period of time not to exceed one year.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes _____ No _____

Remarks _____

Employed Yes _____ No _____ Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

Notes: _____

