

# Township of Knowlton

Date: \_\_\_\_\_

## Employment Application:

<b>Applicant Information:</b>
Name (Last, First, Middle): _____
Address: _____
City/Town: _____
Phone (Work): ( ) _____ (Home): ( ) _____
Social Security Number: _____

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

Have you ever applied to Knowlton Township before: \_\_\_ Yes \_\_\_ No If yes, give date \_\_\_\_\_

Date you can start: \_\_\_\_\_

Salary desired: \_\_\_\_\_

Are you available to work: \_\_\_ Full time \_\_\_ Part time \_\_\_ Shift work \_\_\_ Temporary.

Are you currently employed: \_\_\_ Yes \_\_\_ No May we contact you at work: \_\_\_ Yes \_\_\_ No

May we contact your current employer: \_\_\_ Yes \_\_\_ No

Are you currently on layoff status and subject to recall: \_\_\_ Yes \_\_\_ No

Do you possess a current driver's license: \_\_\_ Yes \_\_\_ No

Do you possess a current commercial driver's license: \_\_\_ Yes \_\_\_ No

Please list any endorsements: \_\_\_\_\_

If you are under eighteen years of age, can you provide proof of eligibility to work:

\_\_\_ Yes \_\_\_ No

Are you legally eligible to work in the United States of America: \_\_\_ Yes \_\_\_ No

Pursuant to Federal Law, proof of US Citizenship or immigration status will be required if you are hired.

Have you ever pleaded guilty or been found guilty of a crime or disorderly persons offense:

Yes  No

Employment is conditional upon the results of the criminal background check. An answer of "Yes" may disqualify you from employment depending upon the circumstances involved. If "Yes", please explain below.

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The Township of Knowlton is an Equal Opportunity Employer M/F

**Employment History:** This section must be completed even if you attach a resume. List your last four employers, major assignments within the same employer. Begin with the most recent. Include any military service. Explain any gaps in employment in the space on this form marked comments located on the bottom of this page.

Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference:    Yes    No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference:    Yes    No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference:    Yes    No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference:    Yes    No			

Comments:

**Education:** Provide information on your formal schooling and education. Include elementary, secondary, and post-secondary education, if any. Include any formal vocational or professional education. For high school and post-secondary education, indicate any major or specialty, such as Academic, Business, or Trade.

School:	Years completed: (Circle)	Graduated: (Circle)	Major Field:
High:	1 2 3 4	Yes No	
College:	1 2 3 4	Yes No	
Other:	1 2 3 4	Yes No	

**Languages:** List any foreign languages you know and indicate your level of proficiency.

Language:	Speak Some:	Speak Fluently:	Read:	Write:

**Special Skills & Experience:** State any special skills, experience, training, licenses, certifications or other factors that make you especially qualified for the position for which you are applying.

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**Comments & Additional Information:** Is there any additional information about you we should consider?

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**References:** Provide the names, addresses and phone numbers of three people whom we may contact as a reference. They should not be relatives or former supervisors.

Name & Address:	Phone Number:	Years Known:

**Understandings and Agreements:**

As an applicant for a position with the Township of Knowlton, I understand and agree that I must provide truthful and accurate information in this application. I understand that my application may be rejected if any information is not complete, true and accurate. If hired, I understand that I may be separated from employment if the Township of Knowlton later discovers that information on this form was incomplete, untrue, or inaccurate. I give the Township of Knowlton the right to investigate the information I have provided, talk with former employers (except where I have indicated they may not be contacted). I give the Township of Knowlton the right to secure additional job-related information about me. I release the Township of Knowlton and its representatives from all liability for seeking such information. I understand that the Township of Knowlton is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the Township of Knowlton will make reasonable accommodations as required by the Americans with Disabilities Act. I understand that, if employed, I may resign at any time and that the Township of Knowlton may terminate me at any time in accordance with its established policies and procedures. No representatives of the Township of Knowlton may make any assurances to the contrary. I understand that any offer of employment may be subject to job-related medical, physical, drug, or psychological tests. I also understand that some positions may involve complete background and criminal checks. *For your application to be considered, you must sign and date below.*

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

**Applicant Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/town: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_

**Position Applied For:**

\_\_\_\_\_

How did you learn about this position?     Advertisement     Employment  
 Agency     Friend     Relative     Walk-in     Other  
(Explain) \_\_\_\_\_

**Information Regarding Status:**

Gender:

- Male
- Female

Equal Employment Opportunity identification groups:

- White
- African-American (non-Hispanic)
- Hispanic
- American Indian/Alaskan native
- Asian/Pacific Islander
- Other \_\_\_\_\_

Other protected Groups:

- Individual with a disability
- Vietnam-era veteran (served between 1964 and 1975)
- Disabled veteran

For Knowlton Township use only

Hired: Yes No Position \_\_\_\_\_ Date \_\_\_\_\_

Which EEO job classification best describes the position for which the applicant applied?

- |                           |                                |
|---------------------------|--------------------------------|
| 1. Officials and Managers | 4. Operators (semi-skilled)    |
| 2. Professionals          | 5. Office and clerical workers |
| 3. Technicians            | 6. Laborers (unskilled)        |

Township Official \_\_\_\_\_

Date \_\_\_\_\_

**This page for Knowlton Township use only!**  
**Results of interview**

**Interviewer:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_