

WILLIAMSTOWN TOWNSHIP EMPLOYMENT APPLICATION

Williamstown Township is an equal opportunity employer and will not discriminate against any applicant on the basis of any characteristic that is protected by state or federal law.

Date of Application _____ Position applied for _____

Date available for work _____

Please note that this application will only remain active for 3 months, after which the applicant would need to reapply.

PERSONAL INFORMATION

Legal Name _____

Current address _____

Home phone _____ Cell phone _____

Are you 18 years or older? _____

Are you legally entitled to work in the United States? _____ U.S. Citizen? _____

Do you have a valid Driver's License? _____

Have you ever been convicted of a crime or received deferred adjudication, probation or other deferred ruling for any crime (excluding minor traffic violations)? _____ If yes, provide details

Are there any hours or days of the week that you cannot work? _____ If yes, please describe

Emergency Contact: _____
Name Address Phone

EDUCATION & TRAINING

Circle highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12 High School Diploma or G.E.D.? _____

Name of School / Vocational Training	City, State	Degree/Diploma	Major

Do you have US Military experience? _____ Date Entered? _____

Branch: _____ Rank: _____ Date Discharged: _____

Please provide any additional information such as special skills, machine or equipment operation certifications or qualifications.

REFERENCES

Name	Phone	Relationship	Years known

EMPLOYMENT HISTORY

Employer

Address/City/State

Phone

Supervisor

May we contact?

Start date/End date

Position held

Briefly describe duties

Employer

Address/City/State

Phone

Supervisor

May we contact?

Start date/End date

Position held

Briefly describe duties

Employer

Address/City/State

Phone

Supervisor

May we contact?

Start date/End date

Position held

Briefly describe duties

ADDITIONAL INFORMATION

List special accomplishments, memberships or volunteer activities in which you participate or list any additional information you would like us to consider.

APPLICANT STATEMENT

I, the undersigned, certify that I have read and fully understand this form in its entirety and that the information provided is true and complete to the best of my knowledge. I understand that should any statement I have made prove false, misleading, or erroneous, it may result in the rejection of my application or discharge of employment from Williamstown Township. In submitting this application, I authorize Williamstown Township to verify all data needed to support this application and to obtain references from my present and past employers unless otherwise noted. I further understand that this application becomes the property of Williamstown Township and will not be returned.

I also understand that Williamstown Township is an at will employer and has the right to terminate my employment at any time without notice and for any reason. I understand that as an employee of Williamstown Township I have the same right. If required for the position, I also understand that as a condition of employment I may be subject to one or more of the following: driving record check and or criminal history investigation. An employment offer received from Williamstown Township is contingent upon information received.

Signature of Applicant: _____ Date signed: _____

For Employer Use Only

Interviewed by: _____ Date: _____

Reference check completed: _____ Hired: *(yes or no)* Starting Date: _____

Position: _____ Wage: _____

Notes: