

Germany Township

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () _____ E-mail Address: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If so, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Computer Knowledge & Experience

Level of Computer Experience: Very Experienced Moderate Experience Not Very Experienced

Software Experience -Please Check All Boxes that you have complete knowledge, skills and experience operating.

Quick Books Peach Tree Accounting Microsoft Word Microsoft Excel Microsoft Access

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Previous Employment

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

Application for Employment Candidate Notice

Important Notices to Candidates

1. Accommodation Available for Candidates
2. Germany Township is an Equal Opportunity Employer
3. Employment At-Will
4. Application Fraud & Misrepresentation
5. Reference and Background Checking
6. Employment Eligibility Verification
7. Post Offer, Pre-Employment Medical Examination

Germany Township is an Equal Opportunity Employer

It is the policy of Germany Township to provide equal employment opportunities for all qualified individuals; and, to prohibit discrimination in employment on any basis protected by applicable state or federal law, including but not limited to race, color, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition, disability, or veteran status. Germany Township promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

Employment At-Will

If you are offered and accept employment with Germany Township, your employment will be employment "at-will," which means you may terminate the employer-employee relationship at any time, for any reason or for no reason at all. It also means that Germany Township may terminate your employment at any time, with or without notice, for any non-discriminatory reason or no reason at all.

Application Fraud & Misrepresentation

Applying for this job certifies that all information provided on your application form and all other information provided by you in the course of applying for employment with Germany Township is truthful, complete and accurate.

Please note that if any information provided by you on this or any other application is false, untruthful, or misleading, your application may be rejected. In addition, please note that, upon being hired as an employee of Germany Township or at anytime thereafter, you may be subject to disciplinary action, up to and including immediate termination of employment, if it is discovered that any information provided by you in the course of applying for or accepting employment with Germany Township is later found to be false, untruthful, or misleading.

Reference and Background Checking

Applying for this job authorizes Germany Township to which you are applying to contact any of your schools, your current* and former employers, or other references for the purpose of collecting information and/or obtaining an account of your work experience and skills. Further, by checking this box, you agree to hold any and all of your reference sources harmless and free of any liability for releasing such information.

Employment Eligibility Verification

All offers of employment by Germany Township are conditioned on the provision of satisfactory proof of your identity and legal authority to work in the United States. Prior to your first day of employment, you must comply with the requirements of the Immigration and Naturalization Service's Employment Eligibility Verification (Form I-9).

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

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____