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Applicant Name

# **RAISIN CHARTER TOWNSHIP**

**APPLICATION FOR EMPLOYMENT**  
**An Equal Opportunity Employer**

Written January 1998  
Revised January 2001  
Revised March 2005

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

APPLICANT: We appreciate your interest in seeking employment with Raisin Charter Township. We wish to advise you that Raisin Charter Township is an Equal Opportunity Employer. Qualified applicants are considered for all positions without regard to race, color, religion, age of forty or more, sex, national origin, marital status or handicap which, with reasonable accommodation, does not impair an employee's work performance or significantly increase work hazards for such employee or others. None of the information requested below will be used for any unlawful purpose.

Full Name: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_ State Issued: \_\_\_\_\_

Street Address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Position sought: \_\_\_\_\_ If accepted for employment, when can you begin work? \_\_\_\_\_

Are you at least 18 years of age? Yes No

Have you been previously employed by Raisin Charter Township? Yes No

Do you have friends or relatives who work for Raisin Charter Township? Yes No

If answer above is yes, list name(s): \_\_\_\_\_

Are you legally authorized to work in the United States? Yes No

List any convictions by any judicial body, including traffic court offenses. If you have no arrest/convictions state, none. The information provided will be evaluated to determine whether it is manifestly inconsistent with the position sought, to the extent permitted by law.

\_\_\_\_\_  
\_\_\_\_\_

### EDUCATION RECORD

Type of School	Name & Address	Major	Level Completed	Graduate	Degree or Credits
High School					
Business/Tech School					
College or University					
Graduate School					
Other					

**CERTIFICATIONS/LICENSES/SPECIALIZED TRAINING**

Certification/Licenses	Level of Cert./Lic./Training	Agency	Expiration Date

**MILITARY SERVICE RECORD**

Have you served in the United States Military Service? Yes                  No

If answer to the above question is yes, in what branch did you serve? \_\_\_\_\_

What special training did you receive? \_\_\_\_\_

What were your specific duties? \_\_\_\_\_

What was the last rank you held? \_\_\_\_\_ Reserve Status:      Active                  Inactive

We will not discriminate on the basis of veteran and/or military status. The information provided in this section will be used only to verify military status.

**PROFESSIONAL DESIGNATIONS**

List any and all professional designations that you now hold or once held.

\_\_\_\_\_

\_\_\_\_\_

**PERSONAL REFERENCES**

List three personal references. Exclude former employers, relatives, member of the clergy or persons whose title or address might indicate your race, color, sex, age, national origin, ancestry or handicap.

Name	Address	Telephone Number	Occupation

## FORMER EMPLOYMENT

Most Recent Employer	Dates	Work Performed
Name: Address: Phone No.: Supervisor:	Month and Year From _____ To _____ Reason for leaving:	Position: Type of work:
<b>Previous Employers</b>		
Name: Address: Phone No.: Supervisor:	Month and Year From _____ To _____ Reason for leaving:	Position: Type of work:
Name: Address: Phone No.: Supervisor:	Month and Year From _____ To _____ Reason for leaving:	Position: Type of work:

How many days were you absent from work during the last twelve months of employment? \_\_\_\_\_

Have you ever been dismissed or forced to resign by any employer? Yes No

If yes please note employer and reason for discharge etc. \_\_\_\_\_

May we contact the employers listed above? \_\_\_\_\_ If not, indicate which one(s) you do not wish us to contact. \_\_\_\_\_

Please explain any period of unemployment in excess of 6 months: \_\_\_\_\_

Of all work performed in which have you been most successful? \_\_\_\_\_

What type of work duties do you like best? \_\_\_\_\_

Summarize any special training, skills, experience and/or qualifications you believe may better qualify you for work with our township: \_\_\_\_\_

The above information is complete and true to the best of my knowledge. I understand that a misrepresentation or omission of facts on this application or in the interview process will warrant refusal to hire or immediate discharge. I authorize this township to contact any and/or all of my references, educational institutions and former employers for full information, and understand that any offer of employment can be made contingent upon my obtaining cooperation from previous employers regarding background information and upon documentation of U.S. citizenship or lawful alien status. I agree to take a physical examination and/or substance abuse tests. The examining physician may disclose all findings to an authorized department representative.

I also agree that any offer of employment is for at will employment, to the maximum extent permitted by law. Employment at will means that employment and compensation are for no set period of time and can be terminated by myself or the township at any time without cause and without notice.

I hereby authorize Raisin Charter Township or legal representative thereof, to request and receive investigation reports from any investigative agency or bureau, relative to my personal history character and/or reputation and from any credit agency or bureau, relative to my financial and credit record.

I understand I have the right to request a disclosure of the source and the nature and scope of information sought in any investigative report relative to my application for employment.

Applicant's Signature: \_\_\_\_\_