

APPLICATION FOR EMPLOYMENT
Liberty Township is an Equal Opportunity Employer

TODAY'S DATE: _____ POSITION APPLYING FOR: _____

NAME: _____
Last First MI

ADDRESS: _____
Number Street City State Zip

PHONE: (____) _____ EMAIL: _____

Are you a U.S. citizen or otherwise eligible to work in the United States? ____ Yes ____ No

Date of Birth: _____ Social Security Number: _____

Driver License #: _____ State: _____ Expiration Date: _____

Do you have any relatives employed by Liberty Township? ____ Yes ____ No If yes, who? _____

	SCHOOL NAME AND ADDRESS	Did you Graduate?	DEGREE EARNED
HIGH SCHOOL			
COLLEGE			
TRADE SCHOOL			
OTHER			

Please use the space below for an explanation of additional skills or specialized training you have that are related to the position. (For example: computer skills, HazMat certification, CDL, etc.)

REFERENCES

Please provide three people we may contact for a professional recommendation. (Not former employers or relatives.)

NAME	ADDRESS	PHONE	RELATIONSHIP

EMPLOYMENT HISTORY

Liberty Twp. Pg 2

PRESENT OR LAST POSITION

Employer Name and Address (_____) Phone
LENGTH OF EMPLOYMENT: FROM: MO/YR _____ TO: MO/YR _____ Supervisor
MAY WE CONTACT YOUR PRESENT EMPLOYER FOR A REFERENCE? ____ Yes ____ No
JOB TITLE: _____ JOB DUTIES: _____
REASON FOR LEAVING: _____

SECOND PREVIOUS POSITION

Employer Name and Address (_____) Phone
LENGTH OF EMPLOYMENT: FROM: MO/YR _____ TO: MO/YR _____ Supervisor
MAY WE CONTACT THIS EMPLOYER FOR A REFERENCE? ____ Yes ____ No
JOB TITLE: _____ JOB DUTIES: _____
REASON FOR LEAVING: _____

THIRD PREVIOUS POSITION

Employer Name and Address (_____) Phone
LENGTH OF EMPLOYMENT: FROM: MO/YR _____ TO: MO/YR _____ Supervisor
MAY WE CONTACT THIS EMPLOYER FOR A REFERENCE? ____ Yes ____ No
JOB TITLE: _____ JOB DUTIES: _____
REASON FOR LEAVING: _____

MILITARY SERVICE (OPTIONAL)

Have you had any military service in the U.S. Armed Forces? ____ Yes ____ No
If Yes, Branch of Service: _____ Were you honorably discharged: ____ Yes ____ No

LEGAL HISTORY

Have you ever been convicted of any crime, felony or misdemeanor? ____ Yes ____ No

Have you ever had your driver's license suspended or revoked? ____ Yes ____ No

If Yes to either, explain: _____

APPLICANT'S STATEMENT

1. I affirm that all answers I have made to each and of the questions in this application are complete and true to the best of my knowledge and belief. I understand that falsification, misrepresentation, or omission either on my application or in my responses to questions asked during the interview or employment process may disqualify me from further consideration for employment, or dismissal if employed when the falsification, misrepresentation, or omission is discovered.
2. I understand that as a condition of my employment and authorize Liberty Township will conduct a background investigation on me including credit references and a driver's license check. I authorize this investigation to be conducted.
3. I understand that a drug tests for the presence of illegal and controlled substances will be required before and during my employment.
4. I understand that there is a twelve (12) month probationary period if I am hired.

Signature of Applicant: _____

Social Security #: _____

Date of Birth: _____

Date: _____

Liberty Township is an Equal Opportunity Employer and provides equal terms and conditions of employment regardless of race, color, religion, sex, sexual orientation, gender identity, age, national origin, veteran status, military status, or disability.

Liberty Township is a Drug-Free Workplace.