





**EDUCATION**

	High School	College	Other
Name			
Location			
Number of years completed			
Course of Study			
Did you graduate? Yes / No			

**EMPLOYMENT HISTORY**

Provide your employers for the last 10 years. If a resume is provided, this information must still be completed. If relevant work history is further back, use the reverse side of this application. You may also provide information about volunteer work, if you wish, but please omit any information that would disclose your race, gender, age, marital status, ancestry, national origin, genetic information, religious or political affiliation, disability, or membership in any legally protected class.

From	To	Employer	Telephone #
May we contact for reference?		Complete Address	
Yes		No	
Starting Rate/Salary	Starting	Job Title	Ending Rate/Salary
			Final Job Title
Immediate Supervisor	Summarize the nature of work and job responsibilities		
Reason for leaving			
From	To	Employer	Telephone #
May we contact for reference?		Complete Address	
Yes		No	
Starting Rate/Salary	Starting	Job Title	Ending Rate/Salary
			Final Job Title
Immediate Supervisor	Summarize the nature of work and job responsibilities		
Reason for leaving			

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Immediate Supervisor		Summarize the nature of work and job responsibilities		
Reason for leaving				

**SKILLS SUPPLEMENTAL REFERENCES**

List all special licenses, permits, certifications and level or credit hours, if required by the job you're seeking. (CPR, lifeguard, First Aid, etc.- proof of these accomplishments will be required, if hired).

TYPE	LEVEL	EXPIRATION DATE
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List equipment, machinery, software or special skills related to your ability to perform the functions of the position for which you are applying. Include your skill level and/or years of experience.

Please use this space to elaborate on any background, experience, special skills, or qualifications that you believe should be considered in evaluating your qualifications for employment and/or for this particular job. You may include hobbies, volunteer experience, and other activities you believe are relevant. Omit any information that would disclose your race, gender, age, marital status, ancestry, national origin, genetic information, religious or political affiliations, disability, or membership in any legally protected class.

List 3 references that are not past employers (Examples: teachers/professors, customers/clients, coaches, etc.)

	1	2	3
Name			
Address			
Phone			
Position/Occupation			
How long known?			

# **STATEMENT AND VERIFICATION OF APPLICANT**

I certify that all information I have provided during the application process with Berlin Township is true, complete, up to date, and correct. I fully understand that if any information provided by me is found to be false, incomplete, or misrepresented in any respect, such finding is sufficient to disqualify me from further employment consideration or, if I have already been hired, to immediately terminate my employment with Berlin Township.

I understand that no question on this application, nor anything used at any point in the employment application process, is designed or intended to discriminate unlawfully or to gain information upon which an unlawfully discriminatory decision could be based.

I understand that, if I am hired, I am an employee at will and, therefore, am free to resign at any time just as the Township is free to terminate my employment at any time for any reason not contrary to law. Further, if hired, I acknowledge that I am responsible for reading any Employee Manuals and/or collective bargaining agreements applicable to me; for following all rules, regulations, policies and requirements of the Township; for reading and understanding new policies, regulations, rules, and requirements of the Township as they become effective; for asking questions about any such policies, regulations, rules, and requirements that I did not understand. I acknowledge that neither this application nor any other document, conversation, representation or statement from or by Berlin Township and/or any of its employees constitutes a contract or employment for any specified period of time or definite duration. My signature below also signifies that no one has made any promises to me of employment for a specified period of time or a definite duration. I understand that no supervisor or representative of the Township is authorized to make any assurances or promises to the contrary and that no implied, oral or written agreements contrary to the foregoing at-will employment arrangement are valid unless they are in writing and signed by the Township Trustees.

If I am hired, I authorize the Township to deduct any monies I owe to the Township from my paychecks, including my final paycheck. Additionally, if I have removed without authorization and/or failed to return any property belonging to the Township, the Township may deduct the value of that property from my paychecks, including my final paycheck.

If I am hired, I understand that I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete certain forms in this regard. Further, Berlin Township may conduct pre-employment drug screening and I understand that if I refuse to submit to a drug screen or if I test positive for the presence of illegal drugs, I will automatically be disqualified for further consideration for a period of six months. In that case, after six months have expired, I may reapply to Berlin Township for available positions and submit to a new drug screen if I am offered employment. I understand that Berlin Township may conduct pre-employment criminal background checks, and if there are any disqualifying offenses, I will not be hired.

Tobacco and Nicotine Free Hiring Policy: By signing this application for employment, I hereby certify that I am not a tobacco or nicotine user, and this certification is material to Berlin Township's hiring decision. I understand that Berlin Township may require me to undergo tobacco and/or nicotine testing pre-hire and during my employment, and that, if hired, I may be disciplined or terminated for such use.

## **NOTE TO CANDIDATE: DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THE FOREGOING STATEMENTS**

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement as well as all terms and conditions of employment as defined by Berlin Township.

Signature:

Date: