

# Township of Lower Application For Employment

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We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

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(PLEASE PRINT)

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Position(s) Applied For

Date of Application

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How Did You Learn About Us?

Advertisement       Friend       Walk-In  
 Employment Agency       Relative       Other \_\_\_\_\_

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Last Name

First Name

Middle Name

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Address

Number

Street

City

State

Zip Code

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Telephone Number(s)

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If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Have you ever filed an application with us before?  Yes  No

If Yes, give date \_\_\_\_\_

Have you ever been employed with us before?  Yes  No

If Yes, give date \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  
*Proof of citizenship or immigration status will be required upon employment.*  Yes  No

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full Time       Part Time       Shift Work       Temporary

Are you currently on "lay-off" status and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

Have you been convicted of a felony within the last 7 years?  
*Conviction will not necessarily disqualify an applicant from employment.*  Yes  No

If Yes, please explain \_\_\_\_\_

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WE ARE AN EQUAL OPPORTUNITY EMPLOYER

# Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
<b>Elementary School</b>				
<b>High School</b>				
<b>Undergraduate College</b>				
<b>Graduate Professional</b>				

Indicate any foreign language you can speak, read and / or write

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

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Describe any job-related training received in the United States military.

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# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed From / To	Work Performed
Address	/	
	/	
Telephone Number(s)	Hourly Rate/Salary Starting / Final	
Job Title / Supervisor	/	
	/	
Reason for Leaving		
Employer	Dates Employed From / To	Work Performed
Address	/	
	/	
Telephone Number(s)	Hourly Rate/Salary Starting / Final	
Job Title / Supervisor	/	
	/	
Reason for Leaving		
Employer	Dates Employed From / To	Work Performed
Address	/	
	/	
Telephone Number(s)	Hourly Rate/Salary Starting / Final	
Job Title / Supervisor	/	
	/	
Reason for Leaving		

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

*You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:*

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## **Additional Information**

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### **Other Qualifications**

Summarize special job-related skills and qualifications acquired from employment or other experience.

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### **Specialized Skills**

### **Check Skills/Equipment Operated**

<input type="checkbox"/> CRT	<input type="checkbox"/> Fax	Production/Mobile Machinery (list)	Other (list)
<input type="checkbox"/> PC	<input type="checkbox"/> Lotus 1-2-3	_____	_____
<input type="checkbox"/> Calculator	<input type="checkbox"/> PBX System	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> WordPerfect	_____	_____

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State any additional information you feel may be helpful to us in considering your application.

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Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

Yes       No

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### **References**

1. \_\_\_\_\_  
(Name) Phone # \_\_\_\_\_  
\_\_\_\_\_  
(Address)

2. \_\_\_\_\_  
(Name) Phone # \_\_\_\_\_  
\_\_\_\_\_  
(Address)

3. \_\_\_\_\_  
(Name) Phone # \_\_\_\_\_  
\_\_\_\_\_

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