



Thank you for your interest in employment with Soldier Township. We are an Equal Opportunity Employer and consider all applicants based on qualifications and job-related requirements and criteria, without regard to race, color, creed, religion, sex, national origin, age, marital status, veteran status, disability, sexual orientation, or any other legally protected status.

EMPLOYMENT APPLICATION

Please Print Clearly

Name (Last, First, M.I.) _____

Any other names by which you are known: _____

Street Address _____ City _____ State _____ Zip _____

Telephone: Home _____ Cell _____ Work _____

Desired Position: _____

Employment desired: Full Time _____ Part Time _____ Temporary/Seasonal _____

Date available to begin work: _____

Do you have a current CLD drivers license? ____ Yes ____ No License #: _____

Have you been convicted of, or served time for a felony in the past seven years? ____ Yes ____ No
(In accordance with policy, this information will be reviewed for job relatedness and time since last conviction.)

If "yes", please list incident, city/state and charge: _____

Please review the job description for the position(s) you are applying for before answering: Are you able to perform the essential function of each of the positions you listed: ____ Yes ____ No

If "No", please explain by position title: _____

If you are under 18 years of age, can you provide required work authorization? ____ Yes ____ No

Are you legally eligible to work in the United States and able to provide required documentation upon employment? ____ Yes ____ No

Have you ever had any job-related training in the United States military? ____ Yes ____ No
 If "Yes", please describe training, give dates, branch of military and any other information you feel would be helpful: _____

Have you ever been employed by Soldier Township before? ____ Yes ____ No If "Yes", complete the following: Dates Employed: _____ Position(s) Held: _____
 Reason for Leaving: _____

EDUCATION

	Name and Location of School	Course of Study	# Of Years Completed	Diploma, Certificate or Degree Received or Credit Hours Completed
High School				
College or University				
Vocational or Trade School				
Graduate School				

WORK HISTORY

Start with your present or most recent employment and provide ALL information requested.

Name of Employer:		Phone Number:	
Complete Address (including street, city, state & zip)		Supervisor's name, title & phone number:	
From (Month/Day/Year)	To (Month/Day/Year)	Starting Salary:	Ending Salary:
Give title(s) of position(s) held and describe the duties and responsibilities of each:			

Name of Employer:		Phone Number:	
Complete Address (including street, city, state & zip)		Supervisor's name, title & phone number:	
From (Month/Day/Year)	To (Month/Day/Year)	Starting Salary:	Ending Salary:
Give title(s) of position(s) held and describe the duties and responsibilities of each:			

Name of Employer:		Phone Number:	
Complete Address (including street, city, state & zip)		Supervisor's name, title & phone number:	
From (Month/Day/Year)	To (Month/Day/Year)	Starting Salary:	Ending Salary:
Give title(s) of position(s) held and describe the duties and responsibilities of each:			

Do you authorize inquiry about you from your present employer? ____ Yes ____ No If "No", please explain: _____

What is your desired salary range or minimum salary requirements? _____

List any special certifications, courses, training, seminars, or military experience that would enable you to perform the duties of the position for which you are applying: _____

CERTIFICATION AND RELEASE

This application form is intended for use in evaluation of your qualifications for employment. This is not an employment contract. Please answer all appropriate questions completely and accurately. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment. All qualified applicants will receive consideration without discrimination because of sex, marital status, race, age, creed, national origin, or the presence of disabilities. A felony conviction will not necessarily bar an applicant from employment. Additional testing of job-related skills and for the presence of drugs in your body may be required prior to employment. After an offer of employment, and prior to reporting to work, you are required to submit to a medical review. Depending on company policy and the needs of the job, you will be required to complete a medical history form and may be required to be examined by a medical professional designated by the company. I certify that I have read and understand the application note and that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts called for in this application may result in rejection of my application or discharge at any time during my employment. I authorize the company and/or its agents, including consumer reporting bureaus, to verify this information. I authorize all former employers, persons, schools, companies, and law enforcement authorities to release any information concerning my background and hereby release any said persons, schools, companies, and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I also understand that the use of illegal drugs is prohibited during employment. If company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment.

Signature of Applicant

Date

Soldier Township

Candidate Reference Check Form

Candidate – Please complete the top 5 lines only.

REFERENCES MAY NOT BE RELATIVES

Date:	
Candidate's Name:	
Reference Name:	Phone #:
Reference's Current Position:	
Reference's Past/Present Relationship with Candidate:	
Everything below this line to be completed by a Soldier Township staff member.	
Strength areas of Candidate:	
Improvement areas for Candidate:	
Candidate's success in the following areas: (Rank 1-5; 1 = Low / 5 = High)	
_____ Accuracy and detail orientation	_____ Follow-through
_____ Technical knowledge	_____ Achieving goals
_____ Work Ethic	_____ Attendance
Would you hire this candidate to work for/with you again?	
How is this candidate perceived by subordinates/peers/managers?	
What other aspects of the candidate's work record should we understand to best manage this candidate?	

Soldier Township

Candidate Reference Check Form

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