



# EMPLOYMENT APPLICATION

**PLEASE PRINT**

Today's date: \_\_\_\_\_

First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name \_\_\_\_\_

Preferred Name/Nickname \_\_\_\_\_

Street Address \_\_\_\_\_ Apartment # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Alternate/Work Phone \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**PLEASE PLACE A CHECK BY YOUR RESPONSE OR PROVIDE THE APPROPRIATE INFORMATION****Are you interested in:** Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Temporary \_\_\_\_\_ Seasonal \_\_\_\_\_**What schedule would you prefer?** Weekdays \_\_\_\_\_ Weekends \_\_\_\_\_ Evenings \_\_\_\_\_ Nights \_\_\_\_\_**How did you hear about the position?** Classified Ad \_\_\_\_\_ Friend (Name) \_\_\_\_\_ Radio \_\_\_\_\_ Internet \_\_\_\_\_**Desired Pay:**

Hourly Pay (minimum if applicable) \_\_\_\_\_ Annual Pay (minimum) \_\_\_\_\_ Annual Pay (desired) \_\_\_\_\_

**When are you able to start work?** (Date) \_\_\_\_\_**In what local area do you prefer to work?** \_\_\_\_\_**Position desired:** \_\_\_\_\_**PLEASE CHECK YES OR NO TO THE FOLLOWING:****Are you authorized to work in the United States?** Yes \_\_\_\_\_ No \_\_\_\_\_

Federal law requires that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with these laws, Olmsted Township will verify the status of every individual offered employment with the Company. In this connection, all offers of employment are subject to verification of the applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization.

**Are you under 18 years of age?** Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, can you furnish a work permit? Yes \_\_\_\_\_ No \_\_\_\_\_**Are you capable of performing the essential functions of the job for which you are applying with or without a reasonable accommodation?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Olmsted Township** is an equal opportunity employer and does not discriminate against any applicant or employee because of race, color, religion, sex, national origin, disability, age, or military or veteran status in accordance with federal law. In addition, **Olmsted Township** complies with applicable state and local laws governing non-discrimination in employment in every jurisdiction in which it maintains facilities. **Olmsted Township** also provides reasonable accommodation to qualified individuals with disabilities in accordance with applicable laws.

***PLEASE LIST YOUR WORK EXPERIENCE BELOW (MOST RECENT JOB FIRST)***

FROM _____ /_____ MO. YR.	COMPANY NAME		YOUR POSITION and TITLE	
	NO. & STREET		SUPERVISOR'S NAME, TITLE and POSITION	
	CITY	STATE	ZIP CODE	SUPERVISOR'S TELEPHONE NUMBER
	TYPE OF BUSINESS	STARTING PAY \$	FINAL PAY \$	
TO _____ /_____ MO. YR.	TELEPHONE NUMBER ( )	TERMINATION <input type="checkbox"/> VOLUNTARY <input type="checkbox"/> INVOLUNTARY	REASON	
	BRIEFLY DESCRIBE YOUR MAJOR DUTIES AND REASON(S) FOR TERMINATION			

FROM _____ /_____ MO. YR.	COMPANY NAME		YOUR POSITION and TITLE	
	NO. & STREET		SUPERVISOR'S NAME, TITLE and POSITION	
	CITY	STATE	ZIP CODE	SUPERVISOR'S TELEPHONE NUMBER
	TYPE OF BUSINESS	STARTING PAY \$	FINAL PAY \$	
TO _____ /_____ MO. YR.	TELEPHONE NUMBER ( )	TERMINATION <input type="checkbox"/> VOLUNTARY <input type="checkbox"/> INVOLUNTARY	REASON	
	BRIEFLY DESCRIBE YOUR <u>MAJOR DUTIES</u> AND <u>REASON(S)</u> FOR TERMINATION			

**PLEASE LIST YOUR WORK EXPERIENCE BELOW (MOST RECENT JOB FIRST) cont.**

FROM _____ /_____ MO. YR.	COMPANY NAME		YOUR POSITION and TITLE	
	NO. & STREET		SUPERVISOR'S NAME, TITLE and POSITION	
	CITY	STATE	ZIP CODE	SUPERVISOR'S TELEPHONE NUMBER
TYPE OF BUSINESS		STARTING PAY	FINAL PAY	
		\$	\$	
TO _____ /_____ MO. YR.	TELEPHONE NUMBER ( )		TERMINATION	REASON
			<input type="checkbox"/> VOLUNTARY	<input type="checkbox"/> INVOLUNTARY
BRIEFLY DESCRIBE YOUR MAJOR DUTIES AND REASON(S) FOR TERMINATION				

FROM _____ /_____ MO. YR.	COMPANY NAME		YOUR POSITION and TITLE	
	NO. & STREET		SUPERVISOR'S NAME, TITLE and POSITION	
	CITY	STATE	ZIP CODE	SUPERVISOR'S TELEPHONE NUMBER
TYPE OF BUSINESS		STARTING PAY	FINAL PAY	
		\$	\$	
TO _____ /_____ MO. YR.	TELEPHONE NUMBER ( )		TERMINATION	REASON
			<input type="checkbox"/> VOLUNTARY	<input type="checkbox"/> INVOLUNTARY
BRIEFLY DESCRIBE YOUR <u>MAJOR DUTIES</u> AND <u>REASON(S)</u> FOR TERMINATION				

**ADDITIONAL INFORMATION:****UNEMPLOYMENT**

ACCOUNT FOR ALL PERIODS OF TIME, THREE MONTHS OR MORE, BETWEEN POSITIONS HELD OR AFTER SCHOOL

FROM ____ / ____	TO ____ / ____	HOW DID YOU SPEND THIS TIME? _____ _____
FROM ____ / ____	TO ____ / ____	HOW DID YOU SPEND THIS TIME? _____ _____

**EDUCATION:**

NAME AND ADDRESS OF SCHOOL	MAJOR SUBJECT	DID YOU GRADUATE?	TYPE OF DEGREE OR DIPLOMA
HIGH SCHOOL OR PREP			
COLLEGE			
COLLEGE OR GRADUATE			
OTHER			

**PROFESSIONAL DESIGNATIONS:**

DESIGNATION	ORGANIZATION GRANTING DESIGNATION	DATE COMPLETED
DESIGNATION	ORGANIZATION GRANTING DESIGNATION	DATE COMPLETED

**PROFESSIONAL LICENSES:**

TYPE OF LICENSE	STATE GRANTING LICENSE	LICENSE NUMBER
TYPE OF LICENSE	STATE GRANTING LICENSE	LICENSE NUMBER

**REFERENCES: Please list three professional references**

NAME	RELATIONSHIP	COMPANY	PHONE/ALTERNATE PHONE

**PLEASE READ CAREFULLY BEFORE SIGNING APPLICATION**

I have submitted the attached form to Olmsted Township for the purpose of obtaining employment. I acknowledge that the use of this form, and my filling it out, does not indicate that any positions are open, nor does it obligate Olmsted Township to further process my application.

My signature below attests to the fact that the information that I have provided on my application, resume, given verbally, or provided in any other materials, is true and complete to the best of my knowledge and also constitutes authority to verify any and all information submitted on this application. I understand that any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, termination from the Township's employ.

***I understand that this application is not an employment contract for any specific length of time between the Olmsted Township and me, and that in the event I am hired, my employment will be “at will” and either Olmsted Township or I can terminate my employment with or without cause and with or without notice at any time. Nothing contained in any handbook, manual, policy and the like, distributed by Olmsted Township to its employees is intended to or can create an employment contract, an offer of employment or any obligation on the part of Olmsted Township.. Olmsted Township may, at its sole discretion, hold in abeyance or revoke, amend or modify, abridge or change any benefit, policy practice, condition or process affecting its employees.***

**References:** I hereby authorize the company and its agents to make such investigations and inquiries into my employment and educational history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, and other persons from all liability in responding to inquiries connected with my application and I specifically authorize the release of information by any schools, businesses, individuals, services or other entities listed by me in this form. Furthermore, I authorize the company and its agents to release any reference information to clients who request such information for purposes of evaluating my credentials and qualifications.

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**PLEASE READ EACH OF THE FOLLOWING PARAGRAPHS CAREFULLY. INDICATE YOUR UNDERSTANDING OF, AND CONSENT TO, THE CONTENTS AND CONDITIONS OF EACH PARAGRAPH BY PLACING YOUR INITIALS AT THE END OF EACH PARAGRAPH. IF YOU HAVE QUESTIONS REGARDING THESE PARAGRAPHS, CONTACT THE EMPLOYER BEFORE INITIALING THE PARAGRAPH.**  
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1. I understand and accept that if I am selected for employment; my employment will be conditioned upon my passing any medical examination that the employer deems necessary to determine whether I can physically perform the essential functions of the position, without or with reasonable accommodation when necessary. I understand and accept that this may include pre-employment drug, alcohol or substance abuse testing for those positions deemed safety sensitive.

**INITIALS** \_\_\_\_\_

2. I was given the opportunity to review the position description for any position for which I am making application. After reviewing the essential functions, I am able to physically perform the essential functions of the position, without or with reasonable accommodation when necessary.

**INITIALS** \_\_\_\_\_

3. If employed, I understand and accept that, depending on the department in which I am applying for employment, I may be required to work evening shifts or night shifts, including weekends and be on call and work mandatory overtime hours. **Based on the position applied for, I understand that I may be required to work extended time periods, including up to 16 consecutive hours within a 24 hour period.**

**INITIALS** \_\_\_\_\_

4. I understand and accept that if any information required in this application is found to be falsified or intentionally excluded, my application may be disqualified from further consideration. I further understand and accept that if I am employed by the employer, I may be subject to disciplinary action, including termination, if any information required by this application has been falsified or intentionally excluded.

**INITIALS** \_\_\_\_\_

5. I understand and accept that the employer requires a high degree of integrity and confidentiality of its employees. Therefore, I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

**INITIALS** \_\_\_\_\_

6. I hereby authorize the employers, schools and personal references named in this application, to provide information regarding me to the employer. I further authorize the release of personnel, academic and other records to the employer.

**INITIALS** \_\_\_\_\_

7. I understand and accept that if any information required in this application is found to be falsified or intentionally excluded, my application may be disqualified from further consideration. I further understand and accept that if I am employed by the employer, I may be subject to disciplinary action, including termination, if any information required by this application has been falsified or intentionally excluded.

**INITIALS** \_\_\_\_\_

**\*\*READ CAREFULLY BEFORE SIGNING\*\***

**I AFFIRM THAT ALL OF THE INFORMATION FURNISHED IN THIS EMPLOYMENT APPLICATION IS TRUE, ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT ANY MISREPRESENTATION OR FALSIFICATION OF THE INFORMATION PROVIDED, MAY LEAD TO WITHDRAWAL OF AN EMPLOYMENT OFFER OR TERMINATION FOLLOWING EMPLOYMENT. I RECOGNIZE THAT MY FUTURE EMPLOYMENT WITH THE EMPLOYER WILL BE JEOPARDIZED IF I ENGAGE IN SUBSTANCE ABUSE, ILLEGAL DRUG USE OR ALCOHOL ABUSE.**

**FINALLY, I AGREE THAT SHOULD I BE EMPLOYED, IN CONSIDERATION OF SUCH ACTION, ANY CLAIM OR LAWSUIT RELATING TO MY SERVICE WITH THE OLMSTED TOWNSHIP BOARD OF TRUSTEES MUST BE FILED NO MORE THAN SIX (6) MONTHS AFTER THE DATE OF THE EMPLOYMENT ACTION THAT IS THE SUBJECT TO THE CLAIM OR LAWSUIT. I WAIVE ANY STATUTE OF LIMITATIONS TO THE CONTRARY.**

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Applicant Signature

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Date