

# CLEARCREEK TOWNSHIP

## Application For Employment



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.

(PLEASE PRINT OR TYPE)

Position(s) Applied For:				Date of Application:	
How Did You Learn About Us?					
<input type="checkbox"/> Advertisement		<input type="checkbox"/> Friend		<input type="checkbox"/> Walk-In	
<input type="checkbox"/> Employment Agency		<input type="checkbox"/> Relative		<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Web Site					
Last Name		First Name		Middle Name	
Address Number		Street		City	
				State	
				Zip Code	
Telephone Number(s)					Social Security Number
Home:			Work:		
Cellular #:		Pager #		E-Mail Address:	

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes  No

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

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?

Yes  No

*Proof of citizenship or immigration status will be required upon employment.*

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

Are you available to work:

Full-Time

Part-Time

Volunteer

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?

Yes  No

*Conviction will not necessarily disqualify an applicant from employment.*

If yes, please explain: \_\_\_\_\_

## Education

	Name and Address of school	Course of Study	Years Completed	Diploma Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

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

	Fluent	Good	Fair
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship or a skill.


Describe any job-related training received in the United States Military


## Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. **If you need additional space, please continue on a separate sheet of paper and attach to application, including explanation of any gaps in employment.** You may exclude organizations which indicate race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Employer		<b>Dates Employed</b>		<b>Work Performed</b>
Address		<b>From</b>	<b>To</b>	
Telephone Number(s)				
Job Title	Supervisor	<b>Hourly Rate/Salary</b>		
Reason for Separation		<b>Starting</b>	<b>Final</b>	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer		<b>Dates Employed</b>		<b>Work Performed</b>
Address		<b>From</b>	<b>To</b>	
Telephone Number(s)				
Job Title	Supervisor	<b>Hourly Rate/Salary</b>		
Reason for Separation		<b>Starting</b>	<b>Final</b>	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer		<b>Dates Employed</b>		<b>Work Performed</b>
Address		<b>From</b>	<b>To</b>	
Telephone Number(s)				
Job Title	Supervisor	<b>Hourly Rate/Salary</b>		
Reason for Separation		<b>Starting</b>	<b>Final</b>	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer		<b>Dates Employed</b>		<b>Work Performed</b>
Address		<b>From</b>	<b>To</b>	
Telephone Number(s)				
Job Title	Supervisor	<b>Hourly Rate/Salary</b>		
Reason for Separation		<b>Starting</b>	<b>Final</b>	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

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

You may exclude membership which would reveal 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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**Additional Information**

**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"/> Fire Fighter Certificate	<input type="checkbox"/> Calculator	<input type="checkbox"/> Fax	Production / Mobile Machinery (list):	Other (list):
<input type="checkbox"/> EMT	<input type="checkbox"/> Typewriter	<input type="checkbox"/> LEADS / NCIC	_____	_____
<input type="checkbox"/> Paramedic	<input type="checkbox"/> PC	<input type="checkbox"/> OIBRS / NIBRS / OFIRS	_____	_____
<input type="checkbox"/> OPOTC Certified	<input type="checkbox"/> PBX System	<input type="checkbox"/> Microsoft Applications	_____	_____

**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 POSITION FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the position for which you have applied? A description of the activities involved in such a position is attached.  Yes  No

**PERSONAL / PROFESSIONAL REFERENCES (Do not include family members / relatives or past supervisors)**

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

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

3. \_\_\_\_\_  
Name Phone #  
\_\_\_\_\_  
Address

# Applicant's Statement

I certify that answers contained herein are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by Clearcreek Township.

I understand that my employment is conditional upon successful completion of a personal history evaluation. I authorize Clearcreek Township to thoroughly investigate all statements contained in my application or resume to assist in determining my suitability for employment in this position and if necessary in arriving at an employment decision. I hereby authorize and request all persons to whom this request (*original or reproduction*) is presented, having information relating to or concerning me, to furnish such information to a duly authorized representative of Clearcreek Township. I am aware that this information may be of a personal nature and may otherwise be protected from disclosure by my constitutional, statutory or common law privileges. I hereby expressly waive all privileges that may attach to such communication or disclosure and release all persons, firms, and corporations from all claims, of any nature, as a result of said communication or disclosure. Information to be disclosed: medical records, mental records, financial records, criminal history information, polygraph examination, educational records, previous controlled substance records, organizational memberships, past or present employment records, any background material / information relevant to reputation; or moral character.

Clearcreek Township will retain these records on file. I also consent to take an alcohol / drug screen, physical fitness assessment, polygraph examination(s), medical examination and psychological assessment conducted by qualified practitioners at the discretion of Clearcreek Township, and to the extent permitted by law.

I authorize my former employers and references to disclose information regarding my past employment, character and general reputation to Clearcreek Township, without giving me prior notice of such disclosure. In addition, I release Clearcreek Township, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

This application for employment shall be considered active for a period of time not to exceed 180 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

**I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract or relationship unless otherwise provided for by applicable law. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, which means the employment relationship may be terminated at any time, with or without cause and without prior notice, at the option of either myself or Clearcreek Township, unless otherwise provided for by applicable law. It is further understood that this "at will" employment relationship may not be changed by any written document or conduct unless such change is specifically approved in writing by the Township Administrator. Furthermore, I acknowledge that no promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon Clearcreek Township unless it is made in writing and signed by the Township Administrator.**

If I am offered employment, I agree that at minimum it is conditional upon my successful completion of a medical examination and drug screen before starting work. If employed, I also agree to submit to a medical examination and / or drug screen at any time deemed appropriate by Clearcreek Township and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to Clearcreek Township the results of the examination that shall remain confidential to the extent permitted by law. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug screening, and if I am hired a condition of my employment will be that I abide by Clearcreek Township's Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate Clearcreek Township to hire. If hired, I agree to abide by all Clearcreek Township work related policies, procedures, rules and regulations. Clearcreek Township retains the right to revise its policies, procedures, rules and regulations, in whole or in part, at any time.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

**FOR PERSONNEL DEPARTMENT USE ONLY**

Position(s) Applied For is Open:       Yes                       No

Position (s) Consider For: \_\_\_\_\_

\_\_\_\_\_

*Date:* \_\_\_\_\_

**NOTES**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR PERSONNEL DEPARTMENT USE ONLY**

Arrange Interview       Yes                       No

Remarks \_\_\_\_\_

\_\_\_\_\_

*Interviewer* \_\_\_\_\_

*Date* \_\_\_\_\_

Employed     Yes               No              Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_      Hourly Rate /  
Salary \_\_\_\_\_      Department \_\_\_\_\_

By \_\_\_\_\_

*Interviewer*

*Date* \_\_\_\_\_

**NOTES**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_