



**EMPLOYMENT APPLICATION, PAGE 3**

Are you 18 years or older? \_\_\_\_\_

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination. If hired, can you provide the documentation required to prove your identity and that you are authorized to work in the U.S.?

YES \_\_\_\_\_ NO \_\_\_\_\_

=====

**Education:**

High School \_\_\_\_\_  
City and State \_\_\_\_\_  
Diploma \_\_\_\_\_

\*\*\*\*\*

College or University \_\_\_\_\_  
City and State \_\_\_\_\_  
Degree \_\_\_\_\_

\*\*\*\*\*

Technical School / G.E.D./ Other \_\_\_\_\_  
City and State \_\_\_\_\_  
Degree/ Certification \_\_\_\_\_

\*\*\*\*\*

Computer Skills / Experience \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

List any other training skills, aptitudes, and qualifications you feel are relevant to the type of employment you are seeking at Benzonia Township.

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

\_\_\_\_\_

## EMPLOYMENT APPLICATION, PAGE 3

### Work Experience:

Complete the following information by recording your present or most recent position. Include military service, summer positions, and volunteer work.

\*\*\*\*\*

Organization \_\_\_\_\_

Address \_\_\_\_\_

Employment Dates \_\_\_\_\_

Position \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

May we contact Him/Her? \_\_\_\_\_

Rate of Pay \_\_\_\_\_

Reason for leaving \_\_\_\_\_

\*\*\*\*\*

Organization \_\_\_\_\_

Address \_\_\_\_\_

Employment Dates \_\_\_\_\_

Position \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

May we contact Him/Her? \_\_\_\_\_

Rate of Pay \_\_\_\_\_

Reason for leaving \_\_\_\_\_

\*\*\*\*\*

Organization \_\_\_\_\_

Address \_\_\_\_\_

Employment Dates \_\_\_\_\_

Position \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

May we contact Him/Her? \_\_\_\_\_

Rate of Pay \_\_\_\_\_

Reason for leaving \_\_\_\_\_

\*\*\*\*\*

**EMPLOYMENT APPLICATION, PAGE 4**

**Activities and Achievements:**

Honors \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Professional and Technical Associations \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**References:**

List three references other than relatives.

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Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Relationship \_\_\_\_\_

\*\*\*\*\*

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Relationship \_\_\_\_\_

\*\*\*\*\*

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Relationship \_\_\_\_\_

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## EMPLOYMENT APPLICATION, PAGE 5

Please read the following statement carefully before signing to indicate your understanding.

I understand that, prior to being offered employment; I may be requested to take an employment examination. In the event that I have a disability that will affect my ability to take the test, I will so inform Benzonia Township prior to the test so that a reasonable accommodation can be made. Benzonia Township reserves the right to require medical documentation regarding the need for accommodation.

I certify that the facts contained in this application are true, accurate, and complete to the best of my knowledge and understand that, if employed, falsified statements or omitted material facts on the application may result in my disqualification from consideration for employment, or termination from employment if I have been hired.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated with or without cause, at any time, with or without notice. This provision supersedes any oral or written representation to the contrary unless in writing and signed by all members of the Benzonia Township Board and the person to whom the writing is directed.

I authorize investigation of all statements contained in this application for any employment-related purpose. I release the listed references and all employers, except those specifically excepted, \* to provide you with any and all applicable information they may have. I hereby release these references and former employers from all liability for any information they may give to Benzonia Township.

\_\_\_\_\_  
Signature Date

\*Employers specifically excepted: \_\_\_\_\_

I have read and understand the above statements and conditions of employment.

\_\_\_\_\_  
Signature Date

We appreciate your interest in Benzonia Township and the time you have taken to complete this application.

*Benzonia Township is an equal opportunity employer*

### For Employer Use Only:

Interviewed By: \_\_\_\_\_ Date \_\_\_\_\_

Hired? YES \_\_\_\_\_ NO \_\_\_\_\_

Starting Date: \_\_\_\_\_ Position: \_\_\_\_\_ Wage: \_\_\_\_\_

## EMPLOYMENT APPLICATION, PAGE 6

### Authorization for Background Check

The job for which you are being considered may require that we obtain a credit, consumer, and or investigative consumer report. Therefore, we may obtain a credit history report, a report on the status of your driving record, and/or criminal record check, in addition to checking your references. We may use any or all of these reports in making employment decisions related to this position. It is Benzonia Township policy to consider any and all information available that is relevant to a candidate's suitability and qualifications for, the position for which the candidate is being considered.

Further information on the nature and scope of such reports will be made available to you within 30 days of when you make written request. Before taking any adverse employment action on the basis of any of these reports, we will provide you with a copy of the report, as well as a copy of your FTC-prescribed summary of rights under the Fair Credit Reporting Act.

Name \_\_\_\_\_  
Please Print (Last) (First) (Middle)

Other Names Used \_\_\_\_\_  
Alias, maiden, etc.

Date of Birth \_\_\_\_\_

Race \_\_\_\_\_

Sex \_\_\_\_\_

I authorize Benzonia Township to investigate my personal history, character, educational and training records,

Employment records, credit history, driving record, criminal history, as they may be relevant to determine my suitability for employment as a \_\_\_\_\_ with Benzonia Township.

A photocopy of this signed authorization will carry the same effect as the original.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date