

# Application for Employment



Hanover Township provides equal employment opportunities (EEO) for all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. The Township complies with the Americans with Disabilities Act (ADA). Persons needing accommodations in the recruitment process should notify Human Resources in advance.

All information contained in or connected with this application will be considered personal and confidential and used only in conjunction with your possible employment by the Township. Please complete this entire application even if you are submitting a resume. Incomplete applications will not be considered.

### AREA OF INTEREST

Position Applying For

Date

- Department:
- Administrative Services
  - Welfare Services
  - Mental Health Board
  - Community Health
  - Assessor's Office
  - Highway Department
  - Youth and Family Services
  - Community & Veterans Affairs
  - Maintenance Department
  - Emergency Services
  - Senior Services

- Type:
- Full-Time
  - Part-Time
  - Seasonal

### PERSONAL INFORMATION

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Home Phone Number

\_\_\_\_\_  
Cell Phone Number

- Yes  No **Are you at least 18 years of age?**
- Yes  No **If the job for which you are applying requires a driver's license, can you provide proof a valid driver's license?**
- Yes  No **If the job requires a commercial driver's license (CDL), do you have one?**
- Yes  No **Are you lawfully permitted to become employed in this country? (proof of eligibility required within 3 days of hire)**

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## AVAILABILITY

\_\_\_\_\_  
Please list days and hours you are available to work.

\_\_\_\_\_  
Earliest date you can begin

\_\_\_\_\_  
Your wage requirements

## EMPLOYMENT HISTORY

Yes  No Have you previously worked for the Township?

If "Yes," please identify your:

\_\_\_\_\_  
Job title at time of separation

\_\_\_\_\_  
Start Date (month/year)

\_\_\_\_\_  
End Date (month/year)

\_\_\_\_\_  
Reason for Leaving

Yes  No Are you currently employed?

Yes  No May we contact your present employer?

**1**

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Employer Phone Number

\_\_\_\_\_  
Employer Address

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Job title

\_\_\_\_\_  
Start Date (month/year)

\_\_\_\_\_  
End Date (month/year)

\_\_\_\_\_  
Description of work performed

\_\_\_\_\_  
Manager's Name and Title

\_\_\_\_\_  
Hours/Week

\_\_\_\_\_  
Last Wage

\_\_\_\_\_  
Reason for Leaving

Hanover Township  
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**2**

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Employer Phone Number

\_\_\_\_\_  
Employer Address

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Job title

\_\_\_\_\_  
Start Date (month/year)

\_\_\_\_\_  
End Date (month/year)

Description of work performed

\_\_\_\_\_  
Manager's Name and Title

\_\_\_\_\_  
Hours/Week

\_\_\_\_\_  
Last Wage

\_\_\_\_\_  
Reason for Leaving

**3**

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Employer Phone Number

\_\_\_\_\_  
Employer Address

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Job title

\_\_\_\_\_  
Start Date (month/year)

\_\_\_\_\_  
End Date (month/year)

Description of work performed

\_\_\_\_\_  
Manager's Name and Title

\_\_\_\_\_  
Hours/Week

\_\_\_\_\_  
Last Wage

\_\_\_\_\_  
Reason for Leaving

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## EDUCATION INFORMATION

	School name and location	Number of years attended	Major field of study	Did you graduate?
High School	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
College/University	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
College/University	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate School	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Trade School/Other	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please list below any job related schools, training experiences, licenses, professional associations or certifications you possess.

## REFERENCES

List below two persons not related to you, whom you have known through your employment for at least one year:

**1.** \_\_\_\_\_

Name \_\_\_\_\_ Position/Job Title \_\_\_\_\_

\_\_\_\_\_

Daytime or Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Years Known \_\_\_\_\_

**2.** \_\_\_\_\_

Name \_\_\_\_\_ Position/Job Title \_\_\_\_\_

\_\_\_\_\_

Daytime or Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Years Known \_\_\_\_\_

**3.** \_\_\_\_\_

Name \_\_\_\_\_ Position/Job Title \_\_\_\_\_

\_\_\_\_\_

Daytime or Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Years Known \_\_\_\_\_

# Application for Employment



If you are a veteran of the U.S. Military Service, please describe below any skills or job-related training acquired while serving:

Why do you want to work for Hanover Township?

## APPLICATION SUBMISSION

- I, the undersigned, certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, any misstatement or omission of information on this application or at any time during the selection process may be grounds for dismissal.
- I authorize the investigation of all statements contained herein and information concerning my previous employment and any other pertinent information, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.
- In addition, I understand that, if selected for employment, I may have to successfully pass a physical examination and/or drug screen performed by a medical professional selected and paid for by Hanover Township and/or undergo employment verification and criminal background check, prior to starting employment.
- All employees of Hanover Township are employed “at will” and such employment can be terminated at any time, with or without cause, and with or without notice, at the option of the Township or me.

All new employees with the Township will receive a copy of the Personnel Policy Manual. The information in the manual may be changed at any time. The policy manual is not a contract for employment nor does it create any vested additional rights in any policy listed or benefit therein.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

**Hanover Township will keep your application on active file for one year.**