

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 (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 résumé. Incomplete applications will not be considered.

AREA OF INTEREST

Position Applying For

Date

Type <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal	Department	<input type="checkbox"/> General Government	<input type="checkbox"/> Assessor's Office	<input type="checkbox"/> Clerk's Office
		<input type="checkbox"/> Human Services	<input type="checkbox"/> Youth and Family Services	<input type="checkbox"/> Facilities & Road Maintenance Department
		<input type="checkbox"/> Mental Health Board	<input type="checkbox"/> Veterans Affairs	<input type="checkbox"/> Aging Services
		<input type="checkbox"/> Community Health	<input type="checkbox"/> Emergency Management	

PERSONAL INFORMATION

Your Last Name

Your First Name

Middle Name

Present Street Address

City

State

Zip Code

Home Phone Number

Work Phone Number

Cell Phone Number

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 of possessing a valid 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?..... Yes No

(Proof of eligibility shall be required within three (3) days of the date of hire)

Have you ever been convicted of a felony? Yes No

The inquiry as to whether you have been convicted of a crime does not require you to disclose, verbally or in writing any record of a conviction or arrest that has been expunged or sealed. Criminal convictions are not an absolute bar to employment.

If the answer was yes, please provide details below:

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AVAILABILITY

Please list days and hours you are available to work.

Are you currently employed?.....Yes No

Your wage requirements

Earliest date you can begin

May we contact your present employer.....Yes No

Have you previously worked for the Township?

If "Yes," please identify your:

Start Date (month/year)

Separation Date (month/year)

Job Title at time of separation

Reason for Leaving

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EMPLOYMENT HISTORY

Employer

Employer Phone Number

Employer Address

City

State

Zip Code

Your Job Title

Start Date

Separation Date

Description of work performed

Manager's Name and Title

Hours/Week

Reason for Leaving or Looking for a New Position

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Employer

Employer Phone Number

Employer Address

City

State

Zip Code

Your Job Title

Start Date

Separation Date

Description of work performed

Manager's Name and Title

Hours/Week

Reason for Leaving or Looking for a New Position

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Employer

Employer Phone Number

Employer Address

City

State

Zip Code

Your Job Title

Start Date

Separation Date

Description of work performed

Manager's Name and Title

Hours/Week

Reason for Leaving or Looking for a New Position

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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="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
College/University	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
College/University	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate School	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Trade School/Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please list below any special job-related skills, training, experiences, licenses, professional associations or certificates you possess.

REFERENCES

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

1	<input type="text"/>	<input type="text"/>	
	Name	Position/Job Title	
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Daytime or Business Phone	Home Phone	Years Known
	<input type="text"/>	<input type="text"/>	
3	<input type="text"/>	<input type="text"/>	
	Name	Position/Job Title	
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Daytime or Business Phone	Home Phone	Years Known

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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 either 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 of employment nor does it create any vested additional rights in any policy listed or benefit therein.

Signature of applicant

Date

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