

**Warwick Township
APPLICATION FOR EMPLOYMENT
An equal opportunity employer**

Last Name	First	M.I.

present address (street, city state, zip)		telephone number
Position or type of work for which you are applying:		P/T_____ F/T_____
Date Available to Start:		Seasonal __Other__
Are you over the age of 18? _____ yes _____ no.		
Can you perform the essential duties of the job for which you are applying, with or without reasonable accommodation? _____ yes _____ no.		
Have you ever been convicted of or entered a guilty plea or no contest to any felony or misdemeanors? If yes, please identify the violations that you were convicted of and provide the date(s) and place of your conviction(s).		
<i>Disclosure of a criminal record will not necessarily disqualify you for employment consideration. Each offense will be evaluated on its own merit with consideration for job duties which you will be performing.</i>		
During the past ten(10) years have you ever been involved in any work-related incident(s) which caused damage to facilities, equipment, property, or other persons? _____yes _____ no		
Are you a citizen of the United States or otherwise authorized to work in the United States? _____ yes _____ no		

**RECORD OF EDUCATION
(List schools from which you obtained a degree or certification)**

School Name	Location	Course of Study	Number of Years Completed/ Degree or Certification
high school			
college			
Graduate			
Other			

RECORD OF PREVIOUS EMPLOYMENT

(Provide information on the previous 10 years of employment, including Military Service.)

<p>Present or most recent employer:</p> <p>_____</p> <p>name</p> <p>_____</p> <p>street address</p> <p>_____</p> <p>city, state, zip</p> <p>_____</p> <p>Supervisor</p> <p>_____</p> <p>telephone number</p> <p>May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Position held and duties performed:</p> <p>_____</p> <p>position</p> <p>Duties Performed: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Reason for leaving: _____</p> <p>_____</p>
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<p>Present or most recent employer:</p> <p>_____</p> <p>name</p> <p>_____</p> <p>street address</p> <p>_____</p> <p>city, state, zip</p> <p>_____</p> <p>Supervisor</p> <p>_____</p> <p>telephone number</p> <p>May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Position held and duties performed:</p> <p>_____</p> <p>position</p> <p>Duties Performed: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Reason for leaving: _____</p> <p>_____</p>
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<p>Present or most recent employer:</p> <p>_____</p> <p>name</p> <p>_____</p> <p>street address</p> <p>_____</p> <p>city, state, zip</p> <p>_____</p> <p>Supervisor</p> <p>_____</p> <p>telephone number</p> <p>May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Position held and duties performed:</p> <p>_____</p> <p>position</p> <p>Duties Performed: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Reason for leaving: _____</p> <p>_____</p>
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Present or most recent employer: <hr/> name <hr/> street address <hr/> city, state, zip <hr/> Supervisor <hr/> telephone number <hr/> May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Position held and duties performed: <hr/> position <hr/> Duties Performed: _____ <hr/> <hr/> <hr/> <hr/> Reason for leaving: _____ <hr/> <hr/>
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IF YOU ARE APPLYING FOR A CLERICAL POSITION, INDICATE:		
Typing Speed _____	Computer Operation: __yes __no	program _____
Shorthand Speed _____	Word Processing: __ yes __no	program _____
Dictaphone _____ yes _____ no	Spreadsheet: __ yes __no	program _____

If you are applying for a Maintenance Operator or Public Works Position, indicate:		
Do you possess a Commercial Driver's License (CDL?) _____ yes _____ no		
State:	Operator's Number	Expiration Date:
Has your Driver's License been suspended or revoked in the last five (5) years? _____ yes _____ no		
If yes, please explain:		
Please indicate most recent moving violation:		
Date:	Violation:	State of Incident:

List specialized training courses or on-the job training you have received: (attach additional sheet if necessary)			
What type:	Who provided training?	Date of Training	Location

REFERENCES

(Please provide two Personal and three Professional References)

Name	Title	Company	Phone	Number of Years Acquainted

The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of fact in my application, resume, or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, discharge from employment. I authorize the Township/Authority to verify and investigate, at its discretion, the information contained herein and make such further investigation as it deems proper with respect to my employment history, work habits, job performance, and educational background, whether same is of written record or not; and I authorize my employers to furnish such information, and release them from any damage on account of furnishing such information. I understand that employment with Warwick Township is at-will and no applicant or employee possesses any contractual or statutory right to continued employment. I agree that a photocopy of this signed application shall have the effect of an original.

Date

Applicant's Signature