



EMPLOYMENT APPLICATION

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Oshtemo Township to provide employment, training, compensation, promotion and other conditions of employment without regard to race, color, creed, religion, national origin, sex, age, non-qualifying disability or handicap, height, weight, veteran status, marital status, familial status, sexual orientation, gender identity, or any other reason prohibited by law.

PERSONAL

Position desired _____ Date _____

Name _____

Address _____ Phone _____

_____ Email _____

Are you age 18 or above? Yes ___ No ___

Are you legally eligible for employment in the U.S.? Yes ___ No ___

Have you applied at Oshtemo Township previously? Yes ___ No ___

If yes, when _____ Location _____

What times are you available to work? (check all that apply)

Full time ___ Part time ___ Shifts ___ Days ___ Nights ___ Weekends ___

Date available _____ Acceptable Starting Salary _____

Have you ever been convicted of a crime other than a misdemeanor traffic violation? Yes ___ No ___

If yes, please identify the offense, date and explain the circumstances: _____

Have you ever served in the Armed Forces? Yes ___ No ___

If yes, describe your service identifying branch, length of service, promotions, rank at discharge and special skills or training:

Did you receive a dishonorable or undesirable discharge? Yes ___ No ___

If yes, please explain:

If applicable, are you capable of performing the functions listed in any attachment to this application with or without an accommodation? Yes ___ No ___

If currently employed, is there any reason we should not contact your current employer? Yes ___ No ___

EMPLOYMENT

Company Name		Describe your duties	Employee Information	
Name			Starting date	
Address			Ending Date	
Phone			Starting Salary	
Business Type			Ending Salary	
			Reason for leaving	

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Schools Attended	Location	Years Completed	Graduated	Diploma
High School				
College				
Other				

Upon employment, if hired, the applicant understands and agrees that his or her employment will be "at-will" and therefore terminable with or without cause and with or without notice.

REFERENCES

List 3 people, other than relatives, you have known 5 years or more:

Name & Phone	Address	Employer / Occupation
1.		
2.		
3.		

Summarize your pertinent skills and qualifications. _____

I declare the foregoing to be a truthful and complete statement of facts. I realize any untruthful statement or misrepresentation of any factual information I have submitted may result in immediate discharge or rejection of my application. Similarly, I acknowledge that failure to complete this application fully may result in rejection of my application.

I hereby authorize Oshtemo Township and its agents to investigate or to cause an investigation to be made of my education and employment experience and all other aspects of my background relevant to my proposed employment, including all statements made by me in my application for employment. I authorize Oshtemo Township to seek and obtain references from my prior employees to disclose to Oshtemo Township information concerning my employment, my performance and reasons for termination. I also agree to release Oshtemo Township and its agents, as well as any person to whom such inquiry is directed, including any prior or current employer, from any liability arising directly or indirectly from any such investigation or disclosure.

Oshtemo Township believes that a working environment unaffected by alcohol and drugs fosters safety, quality, service and productivity. I understand that my employment with Oshtemo Township may be contingent upon my passing a drug and/or alcohol screen. Failure or refusal to take the drug screen or to sign the authorization form to consent to the drug screen will result in the rejection of my application or withdrawal of any employment offer.

Signature of Applicant _____ Date _____

THANK YOU FOR YOUR TIME AND EFFORT AND YOUR INTEREST IN OSHEMO TOWNSHIP

Your application will be kept active for a limited time, not to exceed 6 months.

If you wish to be considered for employment after that time, you must reapply in writing.