

APPLICATION FOR EMPLOYMENT

NORTHFIELD CENTER TOWNSHIP

9546 BRANDYWINE ROAD, NORTHFIELD CENTER, OHIO 44067-2494

Phone: (330) 467-7646 ext. 5 Fax: (330) 650-0815

E-Mail: townhall@northfieldcenter.com

Web: www.northfieldcenter.com

An Equal Opportunity Employer

All applicants are considered without regard to race, color, gender, religion,
National origin, age, marital or veteran status, mental or physical disability
Unrelated to job performance or any other legally protected status

EMPLOYMENT DESIRED: _____

Date: _____

PERSONAL INFORMATION

Legal name: First _____ Last _____ Middle Initial _____

Address: Street _____ City _____ State _____ Zip code _____

Home Telephone: _____ Other Telephone: _____

E-mail: _____ Social Security#: _____

Driver's License#: _____ State: _____

CDL? Yes ___ No ___

Are you legally eligible for employment in the United States? Yes ___ No ___

United States Visa status, if applicable: _____

POSITION INFORMATION

Position(s) applying for: _____ Hourly Wage desired: \$ _____

Employment status desired Full Time ___ Part Time ___ Temporary ___

What hours are you available to work? _____

If hired, when could you start? _____

EMPLOYMENT HISTORY

1. Job Title:		Duties:	
Employer:			
Dates of Employment (month / year) From: _____ To: _____			
Starting Salary:	Ending Salary:	Full Time__ Part Time__ Temp__	
Employer's Address:			
Supervisor:	May we contact? Yes__ No__	Phone:	
Reason for Leaving:			

2. Job Title:		Duties:	
Employer:			
Dates of Employment (month / year) From: _____ To: _____			
Starting Salary:	Ending Salary:	Full Time__ Part Time__ Temp__	
Employer's Address:			
Supervisor:	May we contact? Yes__ No__	Phone:	
Reason for Leaving:			

3. Job Title:		Duties:	
Employer:			
Dates of Employment (month / year) From: _____ To: _____			
Starting Salary:	Ending Salary:	Full Time__ Part Time__ Temp__	
Employer's Address:			
Supervisor:	May we contact? Yes__ No__	Phone:	
Reason for Leaving:			

4. Job Title:		Duties:	
Employer:			
Dates of Employment (month / year) From: _____ To: _____			
Starting Salary:	Ending Salary:	Full Time__ Part Time__ Temp__	
Employer's Address:			
Supervisor:	May we contact? Yes__ No__	Phone:	
Reason for Leaving:			

EDUCATION

Type of School	Name and Location	Dates Attended	Degree Received	Subjects Studied	Did you graduate
High School					
College / University					
Graduate School					
Technical School					
Other					

Special courses, training or experience acquired, including military experience: _____

SKILLS

Clerical / Office Skills		
Computer Skills	Names of software:	PC__ Mac__
Foreign Languages		
Other special knowledge or skills including specific machine operations		

Please describe any other experience, abilities or skills that might be helpful in considering your application:

CERTIFICATION & AUTHORIZATION

I hereby certify that all statements made in this application are true and correct to the best of my knowledge and belief. I understand that any misrepresentations or omissions of facts in this application are grounds for disqualification from further consideration of for dismissal from employment.

I authorize the company to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position. I also authorize background checks that are in compliance with the Fair Credit Reporting Act (FCRA) and with the EEOC’s 2012 Enforcement Guidelines on Criminal Background Checks.

If employed, I agree to conform to the rules, regulations and policies of Northfield Center Township. I understand that I will be an employee “at will” and either Northfield Center Township or I may terminate my employment relationship at any time for any reason not in violation of law.

I hereby acknowledge that I have read and fully understand the forgoing and seek employment under these conditions.

 Signature of Applicant Date