



### RECORD OF PREVIOUS EMPLOYMENT

(PROVIDE INFORMATION ON THE REVIOUS 10 YEARS OF EMPLOYMENT, INCLUDE MILITARY SERVICES.)

PRESENT OR MOST RECENT EMPLOYER	POSITION HELD	DESCRIPTION OF DUTIES
Name	From	
Street Address	To	
City, State, Zip	Ending Salary	Reason for Leaving
Supervisor Telephone Number ( )		

**DOES YOUR PRESENT EMPLOYER KNOW YOU ARE SEEKING EMPLOYMENT ELSEWHERE?    YES    NO**

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If you are applying for a clerical position, indicate:			
Typing speed:		Computer Operations: _____yes	_____no
Publisher: _____yes	_____no	Word Processing: _____yes	_____no
		Spreadsheet: _____yes	_____no

If you are applying for a Public Works position, indicate:		
Do you have a Commercial Driver's License (CDL)? _____yes _____no		
State:	Operator number:	Expiration date:
Has your Driver's License been suspended or revoked in the last 5 years? : _____yes _____no		
If <u>yes</u> , 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:			
What type?	Who provided training?	Dates of training?	Location?

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 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 agree that a photocopy of this signed application shall have the effect of an original.

\_\_\_\_\_ (Date) \_\_\_\_\_ (Applicant's Signature)

cc: Employee Personnel File

APPLICATION FOR EMPLOYMENT