

**CHESTER TOWNSHIP
PERSONNEL POLICY AND PROCEDURE MANUAL**

AN EQUAL OPPORTUNITY EMPLOYER APPLICATION

**FORM A
PAGE 2 OF 9**

Why do you want to leave? _____

Previous employer: _____

Address: _____

Phone number: _____

Dates employed: _____ to: _____

Job title: _____

Supervisor's name: _____

Beginning salary: _____ per _____ Ending salary: _____ per _____

Describe your duties, responsibilities, equipment operated, promotions, etc.: _____

Why did you leave? _____

Previous employer: _____

Address: _____

Phone number: _____

Dates employed: _____ to: _____

Job title: _____

Supervisor's name: _____

**CHESTER TOWNSHIP
PERSONNEL POLICY AND PROCEDURE MANUAL**

AN EQUAL OPPORTUNITY EMPLOYER APPLICATION

**FORM A
PAGE 3 OF 9**

Beginning salary: _____ per _____ Ending salary: _____ per _____

Describe your duties, responsibilities, equipment operated, promotions, etc.: _____

Why did you leave? _____

Previous employer: _____

Address: _____

Phone number: _____

Dates employed: _____ to: _____

Job title: _____

Supervisor's name: _____

Beginning salary: _____ per _____ Ending salary: _____ per _____

Describe your duties, responsibilities, equipment operated, promotions, etc.: _____

Why did you leave? _____

Previous employer: _____

Address: _____

Phone number: _____

Dates employed: _____ to: _____

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**CHESTER TOWNSHIP
PERSONNEL POLICY AND PROCEDURE MANUAL**

AN EQUAL OPPORTUNITY EMPLOYER APPLICATION

**FORM A
PAGE 4 OF 9**

Supervisor's name: _____

Beginning salary: _____ per _____ Ending salary: _____ per _____

Describe your duties, responsibilities, equipment operated, promotions, etc.: _____

Why did you leave? _____

If you need to list any additional previous employers, please use a blank sheet of paper to do so.

EDUCATION AND TRAINING

This section is intended to give the employer information about the education and training that the applicant has completed, and to demonstrate the skills, knowledge, and abilities of the applicant to perform the job duties of the position.

High school attended: _____

Address: _____

Did you graduate? Yes No If No, do you have a high school equivalent? Yes No

Coursework completed pertaining to job applied for: _____

Activities, awards, sports, etc.: _____

College or trade school attended: _____

**CHESTER TOWNSHIP
PERSONNEL POLICY AND PROCEDURE MANUAL**

AN EQUAL OPPORTUNITY EMPLOYER APPLICATION

**FORM A
PAGE 5 OF 9**

Address: _____

Did you graduate? Yes No Degree: _____

Coursework pertaining to job applied for: _____

Activities, awards, sports, etc.: _____

Graduate school(s) attended: _____

Address: _____

Did you graduate? Yes No Degree: _____

Please use the following space to provide any further information on training, education, skills, abilities, hobbies, volunteer work, etc., that you possess or have experienced that may be helpful in the evaluation of your application.

**CHESTER TOWNSHIP
PERSONNEL POLICY AND PROCEDURE MANUAL**

AN EQUAL OPPORTUNITY EMPLOYER APPLICATION

**FORM A
PAGE 6 OF 9**

PERSONAL INFORMATION

Do you have any commitments (i.e., second job, school, etc.) which might interfere with, or adversely affect, your employment should we select you for a position? Yes No

If Yes, please explain: _____

Have you ever been convicted of a felony or pled guilty to a felony charge? Yes No

If yes, please explain: _____

(The employer will only consider specific crimes related to qualifications for positions applied for.)

Do you possess a valid drivers license? Yes No

If No, can you obtain one prior to employment? Yes No

Are you eligible to work in the United States? Yes No

Are you a resident of Ohio? Yes No

If No, are you willing to become a resident upon employment? Yes No

Please list three references who are not related to you that you have known at least one year:

Name: _____

Phone: _____ Address: _____

Name: _____

Phone: _____ Address: _____

**CHESTER TOWNSHIP
PERSONNEL POLICY AND PROCEDURE MANUAL**

AN EQUAL OPPORTUNITY EMPLOYER APPLICATION

**FORM A
PAGE 7 OF 9**

Name: _____

Phone: _____ Address: _____

Please read each of the following paragraphs carefully. Indicate your understanding of, and consent to, the contents and conditions of each paragraph by placing your initials at the end of each paragraph. If you have any questions regarding these paragraphs, contact the employer before initialing the paragraph.

1. I understand and accept that, if I am selected for employment, my employment may be conditioned upon my passing any medical examination that the employer deems necessary to determine whether I can physically perform the essential functions of the position, with reasonable accommodation when necessary. I understand and accept that this may include drug, alcohol, and/or substance abuse testing.

Initials: _____

2. If employed, I understand and accept that, depending on the department in which I am applying for employment, I may be required to work evening shifts or night shifts, including weekends, and be on call and work mandatory overtime hours.

Initials: _____

3. I understand and accept that if any information required in this application is found to be falsified or intentionally excluded, my application may be disqualified from further consideration. I further understand and accept that if I am employed by the employer, I may be subject to disciplinary action, including termination, if any information required by this application has been falsified or intentionally excluded.

Initials: _____

4. I understand and accept that the employer requires a high degree of integrity and confidentiality of its employees. I also understand and accept that the various law enforcement and informational agencies that exchange information and data with the employer require that the employer's employees do not have a past record of unlawful activities. Therefore, I understand and accept that, depending on the department in which I am applying for employment, it may be necessary for the employer to investigate my background for any criminal or unlawful activity.

Initials: _____

5. I hereby authorize the employers, schools, and personal references named in this application to provide information regarding me to the employer. I further authorize the release of personnel, academic, and other records to the employer.

**CHESTER TOWNSHIP
PERSONNEL POLICY AND PROCEDURE MANUAL**

AN EQUAL OPPORTUNITY EMPLOYER APPLICATION

**FORM A
PAGE 8 OF 9**

Initials: _____

6. Read carefully before initialing: I agree that any claim or lawsuit relating to my service with Chester Township or any other office must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary.

Initials: _____

I solemnly swear that all of the information furnished in this employment application is true, accurate, and complete to the best of my knowledge. I authorize investigation of all statements contained in this application. I understand that any misrepresentation or falsification of the information provided may lead to withdrawal of an employment offer or termination following employment. I recognize that my future employment with the employer will be jeopardized if I engage in substance abuse, illegal drug use, or alcohol abuse.

Applicant signature

Date

**CHESTER TOWNSHIP
PERSONNEL POLICY AND PROCEDURE MANUAL**

AN EQUAL OPPORTUNITY EMPLOYER APPLICATION

**FORM A
PAGE 9 OF 9**

EEO DATA: VOLUNTARY DISCLOSURE FORM