



CHARDON TOWNSHIP

Employment Application

(Please Print Clearly)

9949 Mentor Road
Chardon, Ohio 44024
www.chardontownship.com

APPLICANT'S PERSONAL INFORMATION

Today's Date: _____

Full Name: _____ Driver's License No: _____
Last First M.I.

Present Address: _____
Street Township State Zip

Permanent Address: _____
Street Township State Zip

Home Phone: (____) _____ Mobile Phone: (____) _____

Are you 18 Years or Older? Yes No Have you ever been convicted of a criminal or serious traffic offense? Yes No

If yes, please explain: _____

Are you prevented from lawfully becoming employed in this country because of VISA or Immigration status? Yes No

EMPLOYMENT DESIRED

Position: _____ Available Start Date: _____ Desired Salary: _____

Are you employed now? Yes No If so, may we inquire of your present Employer? Yes No

Have you ever applied for employment within the Chardon Township before? Yes No If yes, when and for what?

EDUCATION	NAME AND LOCATION OF SCHOOL	DID YOU GRADUATE?	DIPLOMA/ DEGREE OR CREDIT HOURS
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/Univ.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/Univ.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade/Business School		<input type="checkbox"/> Yes <input type="checkbox"/> No	

ADDITIONAL EXPERIENCE

Are there any other experiences, skills or qualifications which you feel would qualify you for work with Chardon Township?

MILITARY SERVICE

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, please explain: _____

CURRENT / PREVIOUS EMPLOYMENT HISTORY

Company: _____ Phone: (____) _____

Employed from: _____ to _____ Supervisor: _____

Address: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Reason for leaving: _____

May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: (____) _____

Employed from: _____ to _____ Supervisor: _____

Address: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Reason for leaving: _____

May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: (____) _____

Employed from: _____ to _____ Supervisor: _____

Address: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Reason for leaving: _____

May we contact your previous supervisor for a reference? Yes No**REFERENCES**

NAME	ADDRESS	PHONE NUMBER	RELATIONSHIP	YEARS KNOWN
		()	Personal or Business	
		()	Personal or Business	
		()	Personal or Business	

DISCLAIMER AND SIGNATURE

I certify that all the information in this application is true and complete. I acknowledge that if any false information, omissions or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated.

In consideration of my employment, I agree to conform to Chardon Township’s rules and regulations. I agree that my employment and compensation can be terminated with or without cause, with or without notice and at any time by Chardon Township. I acknowledge and agree that the terms and conditions of my employment may be changed with or without cause and with and without notice at any time by Chardon Township. I understand that only the Township Trustees have the authority to enter into any agreement for employment in writing, for any specific period of time, or to agree to terms and conditions contrary to the foregoing.

Signature: _____ Date: _____

In case of an emergency, notify: _____ Phone: _____



CHARDON TOWNSHIP APPLICANT RELEASE FORM

Are any of your relatives currently a Chardon Township employee or serving on the Township Board of Trustees? Yes No

If yes, please name: _____

I, _____, currently residing at _____

have applied for employment with the Chardon Township. I have been advised and am fully aware that a representative of the Chardon Township will be conducting a thorough investigation of my background to assist in determining my suitability for this position. I realize that, in conducting this background investigation, officers will be making inquiries of, and requesting records from schools that I have attended; police or courts with whom I may have an arrest or conviction record; credit bureaus and/or firms that may have information regarding my credit record and/or financial standing/ present and previous employers; and any other persons who may be able to provide information about me.

I hereby consent to this investigation and waive all privilege and confidentiality that prevent provisions of law, school official, court, police agency, credit bureau, employer, firm or person, from disclosing any records or information they have concerning me which is requested or desired by the Chardon Township. I further consent to the Chardon Township Trustees or their representative being provided with a copy of any such record concerning me.

I recognize the right of the Chardon Township to treat, at its discretion, certain sources as confidential and its right to withhold from me or my agent the names of such confidential sources and information obtained therefrom.

Signature of Applicant

Date

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin or other protected classification.