

ORLAND TOWNSHIP

Employment Application



APPLICANT INFORMATION

Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Home Phone		E-mail Address			
Cell Phone					
Date Available		Social Security No.		Desired Salary	
Position Applied for					
Employment desired:		FT ☐ PT ☐			
Are you a citizen of the United States?		YES ☐ NO ☐		If no, are you authorized to work in the U.S.? YES ☐ NO ☐	
Are you currently employed?		YES ☐ NO ☐			
Have you ever worked for this company?		YES ☐ NO ☐		If so, when?	
Have you ever filed an application here before?		YES ☐ NO ☐		If so, when?	
Have you ever been convicted of a felony?		YES ☐ NO ☐		If yes, explain	

Sealed Record Notice

Applicants having sealed conviction records on file with the Commission of Probation may answer "no" to the following:

Within the past five years, have you been convicted of a misdemeanor: YES ☐ NO ☐

If yes, please explain _____

EDUCATION

High School		Address			
From	To	Did you graduate?	YES ☐ NO ☐	Degree	
College		Address			
From	To	Did you graduate?	YES ☐ NO ☐	Degree	
Graduate School		Address			
From	To	Did you graduate?	YES ☐ NO ☐	Degree	
Business or Trade School		Address			
From	To	Did you graduate?	YES ☐ NO ☐	Degree	
Professional School		Address			
From	To	Did you graduate?	YES ☐ NO ☐	Degree	

COMPUTER SKILLS

Check off those computer skills with which you are proficient (any version)

PC User ☐ Macintosh User ☐ Windows ☐ Microsoft Word ☐ Microsoft Excel ☐
Microsoft Access ☐ Microsoft Publisher ☐ E-Mail ☐ Internet ☐ Web Page Design ☐
Other ☐ Please List _____

DRIVER'S LICENSE INFORMATION

Do you have a driver's license? Yes ☐ No ☐

Driver's License number _____ State of issue _____

Expiration date _____

Have you had any accidents during the past three years? Yes ☐ No ☐ How many? _____

Have you had any moving violations during the past three years? Yes ☐ No ☐ How many? _____

REFERENCES

Full Name	Relationship
Address	Phone ()
Full Name	Relationship
Address	Phone ()
Full Name	Relationship
Address	Phone ()

PREVIOUS EMPLOYMENT

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES ☐ NO ☐			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES ☐ NO ☐			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES ☐ NO ☐			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	
OTHER SPECIAL SKILLS / AWARDS / ACTIVITIES	
Please list other special skills you may have or awards/recognitions you have received or activities you participate in.	
REFERRAL SOURCE	
Newspaper ☐ Friend ☐ Relative ☐ Employment Agency ☐ Walk-In ☐	
DISCLAIMER AND SIGNATURE	
Applicants are considered for all positions, and employees are treated during employment without regard to race, religion, color, national origin, age, sex, disability, sexual orientation, or veteran's status. It is my understanding that this employment application, or the granting of an oral interview, does not represent a contract of employment or a promise of future benefits by this organization. I understand and agree that, if hired, my employment will be at-will in nature and may be terminated, with or without cause, at any time, by either myself or my employer. I also understand that this written statement supersedes any and all oral representations made by agents or representatives of this organization. I understand that I may also be required to undergo a pre-employment medical and/or vision examination by the Orland Township's health practitioner. I understand that I may be subject to a background check and authorize Orland Township to investigate my background to determine any and all information of concern as to my record. A negative background check can be grounds for immediate dismissal, even if an offer has been made to me and I have been hired. Orland Township is hereby authorized to make any investigation of my personal history, educational background, military record, motor vehicle records, and criminal records. I authorize the release of this information by the appropriate agencies to Orland Township. This authorization, in original or copy form, shall be valid for this and for any future reports and updates that may be required. I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date