

**ALEXANDRIA TOWNSHIP  
APPLICATION FOR EMPLOYMENT**

**We consider applicants for all positions without regard to age, race, creed, color, national origin, ancestry, marital status, affectional, or sexual orientation, gender identity or expression, disability, nationality or sex.**

(PLEASE PRINT)

Position Applied For	Date of Application
How Did You Learn About Us ____ Advertisement    ____ Other	Driver's License #
Last Name (Maiden Name if Married)	First Name                      Middle In.
Address	City or Town
State	Zip Code
Telephone Numbers      Home#	Cell # Work #
Citizen of U. S.    Yes ____    No ____	

If not, do you intend to become a U.S. Citizen

\_\_\_\_\_

Have legal right to remain permanently in U.S. \_\_\_\_\_ Intend to remain permanently \_\_\_\_\_

Name of relatives in this company \_\_\_\_\_

Referred by \_\_\_\_\_

Best time to contact you at home is:                      AM \_\_\_\_\_ PM \_\_\_\_\_

Date you can start \_\_\_\_\_ Salary Desired \_\_\_\_\_

Are you available to work:      \_\_\_\_ Full Time    \_\_\_\_ Part Time

Are you employed now \_\_\_\_\_ If so may we contact your present employer \_\_\_\_\_

If you are under 18 years of age, can you provide required proof of your eligibility to work \_\_\_\_\_

Have you ever filed an application with us before \_\_\_\_\_

Have you ever been employed with us before \_\_\_\_\_  
If yes give date \_\_\_\_\_

Do any of your friends or relatives, other than spouse, work here \_\_\_\_\_  
If yes, state name, relationship and location \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status \_\_\_\_\_

*Proof of citizenship or immigration status will be required upon employment*

Are you currently on "lay-off" status and subject to recall \_\_\_\_\_

Can you travel if a job requires it \_\_\_\_\_

**EDUCATION**

SCHOOL	NAME AND ADDRESS	COURSE	YEARS COMPLETED	DEGREE
High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

**WORK EXPERIENCE**

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Work Performed
Address	From:	To:	
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May we Contact: Yes _____ No _____		

Employer	Dates Employed		Work Performed
Address	From:	To:	
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May we Contact: Yes _____ No _____		

Employer	Dates Employed		Work Performed
Address	From:	To:	
Telephone Number (s)	Hourly Rate/Salary		
Starting /Present Job Title	Starting	Final	
Supervisor			
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<b>Employer</b>	<b>Dates Employed</b>		<b>Work Performed</b>
<b>Address</b>	<b>From:</b>	<b>To:</b>	
<b>Telephone Number (s)</b>	<b>Hourly Rate/Salary</b>		
<b>Starting/Present Job Title</b>	<b>Starting</b>	<b>Final</b>	
<b>Supervisor</b>			
<b>Reason for Leaving</b>			<b>May we Contact: Yes _____ No _____</b>

**Comments:** Include explanation of any gaps in employment.

**Describe any specialized training, apprenticeship, skills and extra-curricular activities.**

**Describe any job-related training received in the United States military.**

**ADDITIONAL INFORMATION**

**Other Qualifications** *Summarize special job related skills and qualifications acquired from employment or other experience.*

**PERSONAL/PROFESSIONAL REFERENCES** *Do not include family members or past supervisors.*

<b>Name</b>	<b>Phone Number</b>	<b>Best Time to Call</b>	<b>Occupation</b>
1.			
2.			
3.			

**APPLICANT'S STATEMENT**

**I certify that answers given herein are true and complete.**

**I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.**

**In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.**

<hr/> <b>Signature of Applicant</b>	<hr/> <b>Date</b>
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