



## EDUCATIONAL BACKGROUND

A. List last three (3) schools attended *starting with last one* B. List numbers of years completed C. Indicate degree or diploma earned, if any D. Grade point average or class rank and E. Major and minor field of study (if applicable)

A. School	B. No Years Completed	C. Degree Diploma	D. GPA Class Rank	E. Major	E. Minor

List any foreign language(s) and check box that best describes your skill level

Language	Read & Write	Read & Speak	Read Only	Speak Only

## REFERENCES

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone	Years Known

List professional, trade, business, or civic associations and any offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or other protected status.)

Organization	Offices Held

LIST SPECIAL ACCOMPLISHMENTS, PUBLICATIONS, AWARDS. (EXCLUDE INFORMATION WHICH WOULD REVEAL SEX, RACE, RELIGION, NATIONAL ORIGIN, AGE, COLOR, DISABILITY OR OTHER PROTECTED STATUS.) \_\_\_\_\_

LIST ANY ADDITIONAL INFORMATION YOU WOULD LIKE US TO CONSIDER. \_\_\_\_\_

## EMPLOYMENT HISTORY

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment

EMPLOYER	TELEPHONE	DATES EMPLOYED FROM TO		WORK PERFORMED
ADDRESS				
JOB TITLE		RATE / SALARY STARTING		
IMMEDIATE SUPERVISION AND TITLE		\$	PER	
REASON FOR LEAVING		RATE / SALARY FINAL		
MAY WE CONTACT FOR REFERENCES YES NO LATER		\$	PER	
EMPLOYER	TELEPHONE	DATES EMPLOYED FROM TO		WORK PERFORMED
ADDRESS				
JOB TITLE		RATE / SALARY STARTING		
IMMEDIATE SUPERVISION AND TITLE		\$	PER	
REASON FOR LEAVING		RATE / SALARY FINAL		
MAY WE CONTACT FOR REFERENCES YES NO LATER		\$	PER	
EMPLOYER	TELEPHONE	DATES EMPLOYED FROM TO		WORK PERFORMED
ADDRESS				
JOB TITLE		RATE / SALARY STARTING		
IMMEDIATE SUPERVISION AND TITLE		\$	PER	
REASON FOR LEAVING		RATE / SALARY FINAL		
MAY WE CONTACT FOR REFERENCES YES NO LATER		\$	PER	
EMPLOYER	TELEPHONE	DATES EMPLOYED FROM TO		WORK PERFORMED
ADDRESS				
JOB TITLE		RATE / SALARY STARTING		
IMMEDIATE SUPERVISION AND TITLE		\$	PER	
REASON FOR LEAVING		RATE / SALARY FINAL		
MAY WE CONTACT FOR REFERENCES YES NO LATER		\$	PER	

COMMENTS (INCLUDING EXPLANATION OF ANY GAPS IN EMPLOYMENT) \_\_\_\_\_

SKILLS AND QUALIFICATIONS SUMMARIES SPECIAL SKILLS AND QUALIFICATIONS ACQUIRED FROM EMPLOYMENT OR OTHER EXPERIENCES THAT MAY QUALIFY YOU TO WORK WITH OUR COMPANY \_\_\_\_\_

AN EQUAL OPPORTUNITY EMPLOYER

IT IS UNDERSTOOD AND AGREED UPON THAT ANY MISREPRESENTATION BY ME IN THIS APPLICATION WILL BE SUFFICIENT CAUSE FOR CANCELLATION OF THIS APPLICATION AND/OR SEPARATION FROM THE EMPLOYER'S SERVICE IF I HAVE BEEN EMPLOYED. FURTHERMORE, I UNDERSTAND THAT JUST AS I AM FREE TO RESIGN AT ANY TIME, NEWBERRY TOWNSHIP RESERVES THE RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE AND WITHOUT PRIOR NOTICE. I UNDERSTAND THAT NO REPRESENTATIVE OF THE NEWBERRY TOWNSHIP HAS THE AUTHORITY TO MAKE ANY ASSURANCES TO THE CONTRARY.

I GIVE NEWBERRY TOWNSHIP THE RIGHTS TO INVESTIGATE AND TO SECURE ADDITIONAL INFORMATION ABOUT ME, IF JOB RELATED. I HEREBY RELEASE FROM LIABILITY THE NEWBERRY TOWNSHIP AND ITS REPRESENTATIVES FOR SEEKING SUCH INFORMATION AND ALL OTHER PERSONS, CORPORATIONS OR ORGANIZATIONS FOR FURNISHING SUCH INFORMATION.

THE NEWBERRY TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER. NEWBERRY TOWNSHIP DOES NOT DISCRIMINATE IN EMPLOYMENT AND NO QUESTIONS ON THIS APPLICATION IS USED FOR THE PURPOSE OF LIMITING ANY APPLICANT'S CONSIDERATION FOR EMPLOYMENT. ON A BASIS PROHIBITED BY LOCAL, STATE OR FEDERAL LAW.

THIS APPLICATIONS CURRENT FOR ONLY SIXTY (60) DAYS. AT THE CONCLUSION OF THIS TIME, IF I HAVE NOT HEARD FROM THE EMPLOYER AND STILL WISH TO BE CONSIDERED FOR THE EMPLOYMENT, IT WILL BE NECESSARY TO FILL OUT A NEW APPLICATION.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_