

# Cherry Hill Township Employment Application

Date: \_\_\_\_\_

## Applicant Information:

Name (Last, First, Middle): \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

Phone (Work): ( ) \_\_\_\_\_ (Home): ( ) \_\_\_\_\_

email: \_\_\_\_\_

Position applied for: \_\_\_\_\_

Have you ever applied to the Cherry Hill Township before: \_\_\_ Yes \_\_\_ No If yes, give date \_\_\_\_\_

Date you can start: \_\_\_\_\_ Salary desired: \_\_\_\_\_

Are you available to work: \_\_\_ Full time \_\_\_ Part time \_\_\_ Shift work \_\_\_ Temporary

Are you currently employed: \_\_\_ Yes \_\_\_ No May we contact you at work: \_\_\_ Yes \_\_\_ No

May we contact your current employer: \_\_\_ Yes \_\_\_ No

Are you currently on layoff status and subject to recall: \_\_\_ Yes \_\_\_ No

Do you possess a current driver's license: \_\_\_ Yes \_\_\_ No

Do you possess a current commercial driver's license: \_\_\_ Yes \_\_\_ No

Please list any endorsements: \_\_\_\_\_

If you are under eighteen years of age, can you provide proof of eligibility to work: \_\_\_ Yes \_\_\_ No

Are you legally eligible to work in the United States of America: \_\_\_ Yes \_\_\_ No

Pursuant to Federal Law, proof of US Citizenship or immigration status will be required if you are hired.

Are you able to perform the "essential functions" of the job for which you are applying: \_\_\_ Yes \_\_\_ No

**Employment History:** This section must be completed even if you attach a resume. List your last four employers, major assignments within the same employer. Begin with the most recent. Include any military service. Explain any gaps in employment in the space on this form marked comments located on the bottom of this page

<b>Employer:</b>	<b>Date Started:</b>	<b>Job Functions Performed:</b>
	<b>Date Left:</b>	
<b>Address:</b>		
<b>Job Title:</b>		
<b>Reason for Leaving:</b>		
<b>Supervisor's Name and Phone Number:</b>		
May we contact for reference?    ___ Yes    ___ No		
<b>Employer:</b>	<b>Date Started:</b>	<b>Job Functions Performed:</b>
	<b>Date Left:</b>	
<b>Address:</b>		
<b>Job Title:</b>		
<b>Reason for Leaving:</b>		
<b>Supervisor's Name and Phone Number:</b>		
May we contact for reference?    ___ Yes    ___ No		
<b>Employer:</b>	<b>Date Started:</b>	<b>Job Functions Performed:</b>
	<b>Date Left:</b>	
<b>Address:</b>		
<b>Job Title:</b>		
<b>Reason for Leaving:</b>		
<b>Supervisor's Name and Phone Number:</b>		
May we contact for reference?    ___ Yes    ___ No		

**Education:** Provide information on your formal schooling and education. Include elementary, secondary, and post-secondary education, if any. Include any formal vocational or professional education, including military training. For high school and post-secondary education, indicate any major or specialty, such as Academic, Business, or Trade.

School:	Years completed: (Circle)	Graduated: (Circle)	Major Field of Study:
High School:	1 2 3 4	Yes No	
College:	1 2 3 4	Yes No	
Other:	1 2 3 4	Yes No	
Other:	1 2 3 4	Yes No	

**Languages:** List any foreign languages you know and indicate your level of proficiency.

Language:	Speak Some:	Speak Fluently:	Read:	Write:

**Special Skills & Experience:** State any special skills, experience, training, licenses, certifications or other factors that make you especially qualified for the position for which you are applying.

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**Comments & Additional Information:** Is there any additional information about you we should consider?

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**References:** Provide the names, addresses and phone numbers of three professional acquaintances we may contact as a reference. They should not be relatives.

Name & Address:	Phone Number:	Years Known:

**Understandings and Agreements:**

As an applicant for a position with Cherry Hill Township, I understand and agree that I must provide truthful and accurate information in this application. I understand that my application may be rejected if any information is not complete, true and accurate. If hired, I understand that I may be separated from employment if Cherry Hill Township later discovers that information on this form was incomplete, untrue, or inaccurate. I give Cherry Hill Township the right to investigate the information I have provided, talk with former employers (except where I have indicated they may not be contacted). I give Cherry Hill Township the right to secure additional job-related information about me. I release Cherry Hill Township and its representatives from all liability for seeking such information.

I understand that Cherry Hill Township is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that Cherry Hill Township will make reasonable accommodations as required by the Americans with Disabilities Act.

I understand that, if employed, I may resign at any time and that Cherry Hill Township may terminate me at any time in accordance with its established policies and procedures. No representatives of Cherry Hill Township may make any assurances to the contrary. I understand that any offer of employment may be subject to job-related medical, physical, drug, or psychological tests. I also understand that some positions may involve complete background and criminal checks. I understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and the Federal immigration laws required me to complete an I-9 form in this regard. I further understand that, as a government employee, I may be subject to additional Conflicts of Interests reporting and the Local Government Ethics Law.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

*For your application to be considered, you must sign and date below.*

I certify that I have read and understand and accept all terms of the forgoing statement.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Printed Name \_\_\_\_\_

**Cherry Hill Township is an Equal Opportunity Employer**

## Voluntary Affirmative Action Information

You are **not** required to provide this information. Provide only if you wish.

If you provide information on this page, it will be filed separately from the job application.  
This information will be used only for purposes of the affirmative action program.

### Applicant Information:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/town: \_\_\_\_\_  
Phone: (    ) \_\_\_\_\_

Position Applied For: \_\_\_\_\_

How did you learn about this position?    \_\_\_ Advertisement    \_\_\_ Employment Agency    \_\_\_ Friend  
\_\_\_ Relative    \_\_\_ Walk-in    \_\_\_ Other (Explain) \_\_\_\_\_

### Information Regarding Status:

Gender:

\_\_\_ Male  
\_\_\_ Female

Equal Employment Opportunity identification groups:

\_\_\_ White  
\_\_\_ African-American (non-Hispanic)  
\_\_\_ Hispanic  
\_\_\_ American Indian/Alaskan native  
\_\_\_ Asian/Pacific Islander  
\_\_\_ Other \_\_\_\_\_

Other protected Groups:

\_\_\_ Individual with a disability  
\_\_\_ Vietnam-era veteran (served between 1964 and 1975)  
\_\_\_ Disabled veteran

**For Cherry Hill Township use only**

Hired: \_\_\_ Yes \_\_\_ No    Position \_\_\_\_\_    Date \_\_\_\_\_

Which EEO job classification best describes the position for which the applicant applied?

- |                           |                                |                             |
|---------------------------|--------------------------------|-----------------------------|
| 1. Officials and Managers | 4. Sales workers               | 7. Operators( semi-skilled) |
| 2. Professionals          | 5. Office and clerical workers | 8. Laborers (unskilled)     |
| 3. Technicians            | 6. Craft workers (skilled)     | 9. Service workers          |

Cherry Hill Township Official \_\_\_\_\_    Date \_\_\_\_\_

**This page for Cherry Hill Township use only!**  
**Results of interview**

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**Interviewer:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_