



Employment Application

3510 Sudachi Drive, Dayton, OH 45414

www.butlertownship.com

Butler Township is an Equal Opportunity Employer. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) Applied For: _____ Date of Application: _____

Admin

Service

Police

Fire

Personal Information

Type of employment desired

Seasonal

Full-Time

Part-Time

Name: _____
(Last) (First) (Middle)

Address: _____
(Street and/or P.O. Box)

(City) (State) (Zip Code)

Telephone Number: _____ Email: _____

Are you at least 18 years of age? Yes No

Have you ever been employed by Butler Township? Yes No

If yes, give department and date: _____

Do you have any relatives employed by the Township? Yes No

If yes, who and what department they work for? _____

Are you legally eligible for employment in the United States? Yes No

Date available for work: _____

Are you currently employed? Yes No

If yes, may we contact your current employer? Yes No

Employment Experience (All sections of this application must be filled out.)

Start with your current or most recent job through the last 20 years. **Attach additional pages if necessary.**

Please describe the duties you have performed which demonstrate the knowledge, skills and abilities to perform the duties of which you are applying.

Employer	Dates Employed (MM/YYYY)	
	From	To
Address (<i>Street, City, State, Zip</i>)		
	Starting Salary	Ending Salary
Telephone Number		
Job Title	Supervisor	
Duties and Responsibilities:		
Reason for leaving:		

Employer	Dates Employed (MM/YYYY)	
	From	To
Address (<i>Street, City, State, Zip</i>)		
	Starting Salary	Ending Salary
Telephone Number		
Job Title	Supervisor	
Duties and Responsibilities:		
Reason for leaving:		

Employer	Dates Employed (MM/YYYY)	
	From	To
Address (<i>Street, City, State, Zip</i>)		
	Starting Salary	Ending Salary
Telephone Number		
Job Title	Supervisor	
Duties and Responsibilities:		
Reason for leaving:		

Education

Do you have a high school diploma, GED Certificate or equivalent? Yes No

College	City, State	Course of Study	Years Completed	Degree
Graduate School	City, State	Course of Study	Years Completed	Degree
Other (please specify military, business, trade)	City, State	Course of Study	Years Completed	Degree or Certificate Earned

Training and Other Qualifications

Please list any training which you have received which may be relevant to the position for which you are applying.

Additional Information

Specialized Skills: Check any of the following that you are proficient in

- Computer Software _____ Ohio Peace Officer Certified
- Office Equipment _____ CDL
- Heavy Equipment _____ Typing _____ wpm

Ohio Certifications: # _____ Expiration Date: _____

Indicate your level of certification

- EMS:** EMT Advanced EMT Paramedic
- FIRE:** Level I Level II
- Inspector:** Yes No

Summarize other special skills and qualifications you possess which are related to the position applied for:

References

Persons not related to you

1.

(Name)	(Address)	(Phone Number)
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2.

(Name)	(Address)	(Phone Number)
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3.

(Name)	(Address)	(Phone Number)
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By my signature below, I certify that all answers given in this application are true and complete. I understand that if any information in this application is found to be false or intentionally misleading or excluded, I may be ineligible for further consideration, or if already employed, my employment may be terminated.

I understand that if I am selected for employment, my employment is conditioned upon passing a pre-employment physical and drug test and may also, depending upon the position I am applying for, be conditioned upon passing a criminal background check.

Information discovered during the background process is subject to public records release as allowed by law.

I understand that if I am employed, I may be required to work evening shift, night shift, weekends and/or be on-call and be required to work mandatory overtime.

I understand and accept that if driving a motor vehicle is an essential function of any position I might obtain with Butler Township, my continued employment is conditioned upon my maintaining the operator's license required for such position.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant: _____ Date: _____