

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.

PLEASE PRINT

Position (s) Applied For:		Date of Application:			
Admin	Service	Police	Fire		
Personal Information				100 100	
Type of employment desired	Seasonal F	ull-Time 🔲 I	Part-Time		
Name:(Last)					
(Last)	(First)		(Middle)		
Address:(Street and/or P.O. Box)					
(Street and/or P.O. Box)					
(City)	(State)		(Zip Code)		
Telephone Number:	Em	nail:			
Are you at least 18 years of age?		yes	no		
Have you ever been employed by Butler Township?		yes	no no		
If yes, give department and	date				
Do you have any relatives employed by the township? If yes, who and what department do they work for?		yes	no		
Are you legally eligible for employment in the United States?		yes	no		
Date available for work:/					
Are you currently employed?		yes	ono no		
If yes, may we contact your	employer?	yes	no		

Employment Experience (professional resume can substitute the following information)

Start with your current or most recent job through the last <u>20 years</u>. **Attach additional pages if necessary**. All sections must be completed.

Employer	nstrate the knowledge, skills, and abilities to perform the duties of which you are applying. Dates Employed (MM/YYYY)			
Employo	From	To		
Address (Street, City, State, Zip)				
Tolonhone Number	Starting Salary	Ending Salary		
Telephone Number				
Job Title	Supervisor			
Duties and Responsibilities:	l .			
Reason for leaving:				
_ *				
Employer		Dates Employed (MM/YYYY)		
Address (Street, City, State, Zip)	From	То		
Address (direct, dity, diate, zip)				
	Starting Salary	Ending Salary		
Telephone Number				
Job Title	Supervisor			
Duties and Responsibilities:				
Reason for leaving:				
Employer	Date	Dates Employed (MM/YYYY)		
	From	To		
Address (Street, City, State, Zip)		,		
	Starting Salary	Ending Salary		
Telephone Number				
Job Title	Supervisor			
Duties and Responsibilities:				
Reason for leaving:				

Education				
Do you have a high school diplon	na, GED Certificate or equivale	nt?	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 Qualif	ications			
Please list any training which you ha		t to the Township position	n for which you	are applying.
Additional Information				
Specialized Skills: Check any o	f the following that you are prof	ficient in		
Computer Software			☐Ohio Peac	e Officer Certified
Office Equipment			CDL	
Heavy Equipment		;	☐ Typing	wpm
Ohio Certifications: # Indicate your level of certification EMS: EMT FIRE: Level I Inspector: Yes Summarize other special skills	Expiration Date: Advanced EMT Level II No and qualifications you posse	Paramedic		on applied for:
•			•	

Ref	erences			
Persons not related to you				
1				
	(Name)	(Address)	(Phone Number)	
2				
	(Name)	(Address)	(Phone Number)	
3				
	(Name)	(Address)	(Phone Number)	
inform	mation in this application is		n are true and complete. I understand that if any ading or excluded, I may be ineligible for further ted.	
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.				
Signs	ature of Applicant		Date:	