



# Employment Application

3510 Sudachi Drive, Dayton, OH 45414 [www.butlertownship.com](http://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

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 do 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 employer?  yes  no

**Employment Experience (professional resume can substitute the following information)**

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

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:		
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Employer	Dates Employed (MM/YYYY)	
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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 Township position for which you are applying.

[Empty box for listing training and other qualifications]

**Additional Information**

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

- Computer Software \_\_\_\_\_
- Office Equipment \_\_\_\_\_
- Heavy Equipment \_\_\_\_\_
- Ohio Peace Officer Certified
- CDL
- 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:**

[Empty box for summarizing special skills and qualifications]

