

Employment History

Starting with the most recent, describe ALL paid, military, and applicable volunteer experience. Attach resume, if necessary. Explain any gaps in employment in **Comments** section below.

Employer	Start Date	End Date
Employer Address	Starting Position	
Employer Telephone and/or email address	Position upon Leaving	
Name and Title of Supervisor	Reason for Leaving	
Brief Description of Responsibilities		
Employer	Start Date	End Date
Employer Address	Starting Position	
Employer Telephone and/or email address	Position upon Leaving	
Name and Title of Supervisor	Reason for Leaving	
Brief Description of Responsibilities		
Employer	Start Date	End Date
Employer Address	Starting Position	
Employer Telephone and/or email address	Position upon Leaving	
Name and Title of Supervisor	Reason for Leaving	
Brief Description of Responsibilities		

Comments (include explanation of any gaps in employment and indicate any further information that may be relevant to your ability to perform in the position for which you have applied)

Skills and Qualifications

Summarize any special training, skills, training, seminars, workshops, certifications and/or licenses you have that may qualify you as being able to perform job-related functions in the position for which you are applying.

Computer Skills (Check appropriate boxes and indicate software titles with which you have had experience)

<input type="checkbox"/> Word Processing	_____	<input type="checkbox"/> E-mail	_____
<input type="checkbox"/> Spreadsheet	_____	<input type="checkbox"/> Internet	_____
<input type="checkbox"/> Presentation	_____	<input type="checkbox"/> Other	_____

Education

Starting with your most recent school attended, provide the following information. If education is under a different name, indicate the name in the box for the corresponding school.

SCHOOL (Include City and State)	YEARS COMPLETED	DEGREE/ DIPLOMA/ CERTIFICATION	MAJOR	MINOR

References

List three references, not including relatives and previous employers, who know your qualifications.

NAME	RELATIONSHIP TO YOU	TELEPHONE	NUMBER OF YEARS KNOWN
		()	
		()	
		()	

Additional Information

List professional, trade, business or civic associations and any office held.

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, Veteran/Reserve National Guard or any other similarly protected status.

ORGANIZATION	OFFICES HELD

List special accomplishments, awards, etc.

Exclude information that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, Veteran/Reserve National Guard or any other similarly protected status.

List any additional information you would like us to consider.

Certification

I hereby certify that all entries on the application and attachments are true and complete. I understand that any omission or material misstatement on my application, résumé or other document submitted in support of my application, regardless of time of discovery, may cause forfeiture on my part of any employment in the service of the Township of Medford.

I understand that any offer of employment by the Township of Medford may be contingent upon the results of a reference and background check, post offer physical, drug/alcohol test or other pre-employment testing.

Signature

Date

Authorization for Background and Reference Check

I understand that all information that I have provided is subject to verification and I consent to criminal history background checks and any verification for bonding, when required. I authorize the Township of Medford to contact references, former employers and educational institutions listed regarding this application. I authorize the Township to rely upon and use, as it sees fit, any information received from such contacts. I hereby fully release and discharge the Township, my former employers, their respective officers, employees and agents, and all other persons and entities from any and all claims, demands, and liabilities arising out of or in any way relating to such investigation or disclosure.

Signature

Date

NOTICE TO APPLICANTS AND EMPLOYEES

We are proud to be a
DRUG-FREE
workplace

Screening tests for alcohol
and illegal drug use may be
required before hiring and
during your employment here

(Revised 04-2024)