

Employment Application

(Please Print)

Name: _____ Date: _____

Current Address: _____

Phone #: _____

Email address: _____

If under 18, state age: _____ (Minors must obtain required state work/age certificates).

Do you have legal permission to work in the United States? Yes No (Proof of citizenship or immigration status is required upon employment)
 Have you been convicted of a felony? Yes No
 Have you ever been convicted of a criminal offense? Yes No

If yes to either, give details: _____

Have you previously worked for the Village or any associated companies? Yes No

If yes, provide: Village Name: _____ Location: _____

Dates Worked: From: _____ To: _____ Supervisor: _____

Have any of your relatives worked for the Village or any associated companies? Yes No

If yes, provide: Village Name: _____ Location: _____ Relationship: _____

Position Applied for: _____

Referral Advertisement Employee Referral School Resident Referral
 Source: Employment Agency Radio TV Other (describe) _____

Availability: Date: _____ Days: _____ Times: _____ # of Hours/Week: _____

EDUCATION DATA

List School	Address	Course of Study	Graduated?
High School			
College / University			
Other			

EMPLOYMENT DATA

List most recent employment first, including any U.S. military service. May include any verified work performed on a voluntary basis.

Name of Employer: _____		Phone: _____	
Address: _____			
Employment Dates: From:	Mo. _____	Yr. _____	To: Mo. _____ Yr. _____
Last Position Held: _____		Supervisor: _____	
End Salary or Wage: _____		Reason for Leaving: _____	

Name of Employer: _____		Phone: _____	
Address: _____			
Employment Dates: From:	Mo. _____	Yr. _____	To: Mo. _____ Yr. _____
Last Position Held: _____		Supervisor: _____	
End Salary or Wage: _____		Reason for Leaving: _____	

Name of Employer: _____		Phone: _____	
Address: _____			
Employment Dates: From:	Mo. _____	Yr. _____	To: Mo. _____ Yr. _____
Last Position Held: _____		Supervisor: _____	
End Salary or Wage: _____		Reason for Leaving: _____	

Have you ever been counseled or disciplined for being late or absent from work? If yes, explain:

Have you ever been terminated for cause or asked to resign by any previous employer? If yes, explain:

REFERENCES: Please provide the names of three individuals not related to you who we may contact for work references. The Village reserves the right to contact other individuals for references as well.

Name	Address	Phone #	Association	Years Acquainted
1.				
2.				
3.				

I hereby authorized the Village to request and use any and all information received regarding my employment, education, and/or any other information which may be pertinent to my suitability for employment. I also understand that the Village may procure, or have prepared by third parties, investigative consumer reports, and/or other investigative reports to verify information which I provided, and/or other information which may be pertinent to my eventual employment. ***This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.***

I release from all liability and responsibility those organizations or parties supplying information to the Village, including all individuals connected therewith.

EMPLOYMENT AT WILL: Employees of the Village are at-will employees, and employment may be terminated at any time with or without notice, and for any or no reason, by the Company. No representative of the Company has the authority to enter into any agreement for employment for any specific time or to make any agreement contrary to established Company policies or practices, unless it is in writing and signed by the President of the Company.

My signature denotes my understanding of the contents herein and that any misrepresentation or deliberate omission of facts may justify termination of this employment process, or, if employed, my immediate suspension and probable discharge. A copy of this authorization shall have the same authority as the original.

Signature: _____

Date: _____