

APPLICATION FOR EMPLOYMENT

Village of Hazel Green / Hazel Green Light & Water

It is the policy of the Village to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, physical or mental handicap or veteran status.

Note: Please type or neatly print your answers in ink.

POSITION APPLYING FOR: _____

PERSONAL INFORMATION

First Name _____ Middle Initial _____ Last Name _____

Current Address:

Street and Apt. # _____ City _____ State _____ Zip Code _____

Permanent Address (if different from above):

Street and Apt. # _____ City _____ State _____ Zip Code _____

Telephone: _____ E-mail: _____

Social Security #: _____ - _____ - _____

Driver's License #: _____ State: _____

I am an U.S. Citizen or otherwise authorized to work in the United States on an unrestricted basis: **Yes** **No**

If applicable, please list your visa type, visa # and expiration: _____

Have you ever been convicted of violating any law: either traffic or non-traffic?

Yes **No** If you answered yes, please explain: _____

Have you ever been convicted of a felony? **Yes** **No**

If you answered yes, please explain: _____

Have you ever served in the U.S. Military? **Yes** **No**

Branch of Service: _____ Rank at time of separation: _____

I served from _____ to _____.

Special Honors:

Last Name: _____ First Name: _____ Middle Initial: _____

EMPLOYMENT HISTORY:

Present or Most Recent Employer

Employer: _____ Phone: _____

Your Position: _____ Wage/Salary: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? Yes No
Name Title

Reasons for leaving: _____

Prior Employer

Employer: _____ Phone: _____

Your Position: _____ Wage/Salary: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? Yes No
Name Title

Reasons for leaving: _____

Prior Employer

Employer: _____ Phone: _____

Your Position: _____ Wage/Salary: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? Yes No
Name Title

Reasons for leaving: _____

Last Name: _____ First Name: _____ Middle Initial: _____

EDUCATION

High School:

Name and Address

Did you graduate? Yes No

If you did not graduate, did you receive your GED? Yes No

Special honors or awards: _____

Post High School Education:

Name and Address

Did you graduate? Yes No

Degree or Certification: _____ Specialty: _____

Special honors or awards: _____

Post High School Education:

Name and Address

Did you graduate? Yes No

Degree: _____ Major: _____

Special honors or awards: _____

Post High School Education:

Name and Address

Did you graduate? Yes No

Degree: _____ Major: _____

Special honors or awards: _____

Last Name: _____ First Name: _____ Middle Initial: _____

POSITION INFORMATION:

How did you hear about this job? _____

What hours are you willing to work? _____

Would you be able to work weekends? Yes No

Would you be able to work mornings? Yes No

Would you be able to work evenings? Yes No

Are you willing to travel for the job? Yes No

When would you be able to start? _____

Desired wage: _____ per hour

Skills

Please describe any specialized skills you have:

Certifications:

List any current certifications pertinent to this position (attach copy):

Please provide three (3) references when submitting application.

I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. If I am employed, I understand that any false statements on this application shall be considered sufficient cause for my dismissal. I hereby authorize the Village to investigate any of my prior educational and employment history. I also understand that a criminal background check will be performed and I may be required to comply with drug and alcohol testing.

The Village does not discriminate against any qualified employee or qualified applicant for employment because of sex, race, creed, religion, genetics, color, national origin or ancestry, age, disability, marital status, sexual orientation, arrest record, conviction record, military service, use or nonuse of lawful products off-premises during nonworking hours or declining to attend a meeting or to participate in any communication about religious matters or political matter.

Furthermore, I understand that if I am hired, employment with the Village is "at will," which means that either the Village or I can terminate my employment for any reason not prohibited by State or Federal law.

Signature: _____ **Date** _____