

# Village Of West Winfield

## Application For Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

**\*\* (PLEASE PRINT) \*\***

**Position Applied for:** \_\_\_\_\_ **Date of Application:** \_\_\_\_\_

**How did you hear about us?**

- Advertisement – Name of Publication \_\_\_\_\_
- Employment Agency     Friend     Relative     Inquiry or Walk-In     Other \_\_\_\_\_

**Are you available to work:**     Full Time     Part Time     Temporary

**On what date would you be available to work?** \_\_\_\_\_

<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss		
			<input type="checkbox"/> Other		
<b>Street Address</b>		<b>City</b>	<b>County</b>	<b>State</b>	<b>Zip</b>
<b>Mailing Address (if different)</b>		<b>City</b>		<b>State</b>	<b>Zip</b>
<b>Primary Telephone Number</b>	<b>Other Phone (Optional)</b>	<b>Email Address</b>			

Are you **under** 18 years of age?  Yes  No  
(If yes, you may be required to provide authorization of your eligibility to work.)

Have you ever filed an application with us before?  Yes  No If yes, when? \_\_\_\_\_

Have you ever been employed with us?  Yes  No If yes, when? \_\_\_\_\_

Are you related to any current employee or official of the Village?  Yes  No If yes, who? \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your current employer?  Yes  No

Have you been convicted of a felony with in the last 7 years?  
Conviction will not necessarily disqualify an applicant from employment  Yes  No

Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Proof of citizenship or immigration status will be required upon employment

Can you travel if a job requires it?  Yes  No

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ Class: \_\_\_\_\_

# Education

**\*\*Please Complete even if information is included on a resume.\*\***

School	Name and Location	Course of Study	Years Completed	Diploma / Degree
Elementary				
High School				
Undergraduate College/University				
Other (Specify)				

**Special Skills and Qualifications.** Summarize special job-related skills and qualifications acquired from employment or other experience.


**Describe any special honors, training, apprenticeship skills and extra-curricular activities.** Include job-related training received in the United State Military.


**List professional, trade, business or civic activities and offices held.** You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.


## References

**Personal/Professional References – Do not include family members**

NAME	PHONE NUMBER	OCCUPATION
1.		
2.		
3.		

# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

**\*\* Please complete even if information is included on a resume. \*\***

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number	Job Title	Supervisor		
Reason For Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number	Job Title	Supervisor		
Reason For Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number	Job Title	Supervisor		
Reason For Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number	Job Title	Supervisor		
Reason For Leaving				



# Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Village of West Winfield.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**The Village of West Winfield is an  
EQUAL OPPORTUNITY EMPLOYER**