

Application for Employment

Village of Pardeeville

We consider applications 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.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____

Position Applied for: _____

How did you hear about us? Advertisement Friend Walk-In Employment Agency Relative Other

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever filed an application with us before? YES NO If yes, give date _____

Have you ever been employed with us before? YES NO If yes, give date _____

Have you ever been convicted of a felony within the last 7 years? YES NO
Conviction will not necessarily disqualify an applicant from employment.

If yes, explain: _____

Are you currently employed? YES NO

May we contact your current employer? YES NO

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "layoff" status and subject to recall? YES NO

Can you travel if the job requires it? YES NO

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____
 Years Completed _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____
 Years Completed _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____
 Years Completed _____

Describe any specialized training, apprenticeship, skills, and extra-curricular activities	
Describe any honors you have received	
State any additional information you feel may be helpful to us in considering your application	

List professional, trade, business, or civic activities and offices held.

You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:

References

Give name, address, and telephone number of three references who are not related to you and are not previous employers.

1. _____
2. _____
3. _____

Employment Experience

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ \$ Ending Salary: _____ \$

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ \$ Ending Salary: _____ \$

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ \$ Ending Salary: _____ \$

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

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 this time.

The applicant understands that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that affect is executed by the employer and employee in writing.

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 employer.

Signature of Applicant: _____ Date: _____

For Personnel Department Use Only

Arrange Interview YES NO

Remarks _____

Employed YES NO

Date of Employment _____ Job Title _____ Hourly Rate/Salary _____ Department _____

By _____
Name and Title Date

NOTES

This Application for Employment Data Record is sold for general use throughout the United States. Amsterdam Printing and Litho Corp. assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.