

# Village of Maple Bluff Application for Employment

We consider applicant for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. **We are an equal opportunity employer.**

**(Please Print)**

Position(s) Applied For:	Date of Application:	
<u>How Did You Hear About Us?</u>		
<input type="checkbox"/> Advertisement in <input type="checkbox"/> Employment Agency <input type="checkbox"/> Other _____	<input type="checkbox"/> Friend's Name _____ <input type="checkbox"/> Relative's Name _____ <input type="checkbox"/> Walk-in _____ <input type="checkbox"/> Newsletter _____	
Last Name: Name:	First Name:	Middle
Address:		Email Address:
Telephone Numbers: Home: Work: Cell:	Driver's License Number:	

Are you 18 years of age or older?  Yes  No

If you are under 18 years of age, can you provide required proof of your eligibility to work?  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: \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your current employer?  Yes  No

Are you prevented from lawfully being employed in this country because of Visa or Immigration Status?  Yes  No

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

Are you currently on "lay-off" status and subject to recall?  Yes  No

Can you travel if job requires it?  Yes  No

Have you been convicted of a felony within the last 7 years?  Yes  No

\* Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain:

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## Employment History

Please list your employment over the last 10 years. Start with your most recent job.  
Include any job related military service assignments and volunteer activities.

1. Current Employer:	Dates Employed: From:      To:	Work Performed:
Address:		
Telephone Number(s):	Hourly Rate/Salary:	
Job Title:	Supervisor:	
2. Current Employer:	Dates Employed: From:      To:	Work Performed:
Address:		
Telephone Number(s):	Hourly Rate/Salary:	
Job Title:	Supervisor:	
3. Current Employer:	Dates Employed: From:      To:	Work Performed:
Address:		
Telephone Number(s):	Hourly Rate/Salary:	
Job Title:	Supervisor:	
4. Current Employer:	Dates Employed: From:      To:	Work Performed:
Address:		
Telephone Number(s):	Hourly Rate/Salary:	
Job Title	Supervisor:	

# Educational History

	Name and Address of School	Course of Study	Years Completed	Diploma/ Degree
Grade School (Middle School)				
High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

**Describe any specialized training, apprenticeship, skills. And extra-curricular activities:**

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## Additional Information

**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 protected status:

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

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# References

1.
_____ (Name) _____ (Phone #)
_____ (Address) _____ (Relationship to You)
2.
_____ (Name) _____ (Phone #)
_____ (Address) _____ (Relationship to You)
3.
_____ (Name) _____ (Phone #)
_____ (Address) _____ (Relationship to You)
4.
_____ (Name) _____ (Phone #)
_____ (Address) _____ (Relationship to You)

# Availability

Please list all times you are available to work, and any days you may need off.

Sunday: \_\_\_\_\_ Monday: \_\_\_\_\_ Tuesday: \_\_\_\_\_ Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_ Friday: \_\_\_\_\_ Saturday: \_\_\_\_\_

Please list any planned days off or extended amount of time needed away from work:

\_\_\_\_\_

\_\_\_\_\_

## **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 necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of 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 party of the Village of Maple Bluff.

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

\_\_\_\_\_  
(Signature of Applicant)

(Date)