

VILLAGE OF FRANCIS CREEK

Application for Employment

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

PLEASE PRINT

LEGAL NAME: _____

ADDRESS: _____

TELEPHONE: _____

ARE YOU A UNITED STATES CITIZEN: YES / NO

EMPLOYMENT

POSITION APPLYING FOR: _____

FULL TIME: _____ PART TIME: _____ SUMMER: _____ WEEKEND: _____

CURRENT EMPLOYER: _____ PHONE #: _____

MAY WE CONTACT YOUR CURRENT EMPLOYER: YES / NO

ARE YOU ABLE TO PERFORM ALL THE DUTIES/FUNCTIONS OF THE POSITION YOU ARE APPLYING FOR? _____

GENERAL

HAVE YOU BEEN CONVICTED OF A FELONY WITHIN THE LAST 7 YEARS? YES / NO

DATE OF CONVICTION: _____

NATURE OF NATURE OF OFFENSE: _____

WERE YOU OR ARE YOU A MEMBER OF UNITED STATES ARMED FORCES: YES / NO

EDUCATION

HIGH SCHOOL

NAME OF SCHOOL: _____ CITY, STATE _____

DID YOU GRADUATE: YES / NO, YEAR: _____

POST SECONDARY EDUCATION

NAME OF SCHOOL: _____ CITY, STATE _____

DEGREE/SUBJECT: _____

DID YOU GRADUATED: YES / NO, YEAR: _____

CERTIFICATIONS

LIST ANY RELEVANT CERTIFICATIONS: _____

EMPLOYMENT HISTORY

NAME OF EMPLOYER: _____
DATE OF EMPLOYMENT: _____
POSITION: _____
REASON FOR LEAVING: _____
WORK RESPONSIBILITIES: _____

NAME OF EMPLOYER: _____
DATE OF EMPLOYMENT: _____
POSITION: _____
REASON FOR LEAVING: _____
WORK RESPONSIBILITIES: _____

NAME OF EMPLOYER: _____
DATE OF EMPLOYMENT: _____
POSITION: _____
REASON FOR LEAVING: _____
WORK RESPONSIBILITIES: _____

REFERENCES

Please attach a list of three references

I certify that the answers given by me in this application are true and correct without omissions of any kind. I understand that any misleading or incorrect statements may render this application void. If I am employed and it is subsequently discovered that any answers given by me is incomplete, misleading or incorrect, I may be terminated. I agree that the Village of Francis Creek shall not be held liable in any respect if my employment is terminated because of false, incomplete or misleading statements, answers or omissions made by me in this application. I also authorized pertinent former employers, companies, schools, agencies, municipalities or persons to give to the Village of Francis Creek any information requested regarding my employment with the Village of Francis Creek, I hereby forever release, discharge and covenant not to sue any person or organization for any result of providing, obtaining, or acting upon such information. I understand that such information is sought with confidentiality and will not be released to me in any form whatsoever. A copy of this authorization is as valid as the original and should be recognized as such.

Signature: _____ Date: _____

THE VILLAGE OF FRANCIS CREEK IS AN EQUAL OPPORTUNITY EMPLOYER