



VILLAGE OF BUCKEYE LAKE APPLICATION FOR EMPLOYMENT

EMPLOYMENT DESIRED

Position desired _____

Date you can start _____ Desired rate of pay _____

Are you currently employed? If so, may we inquire of your present employer? _____

PERSONAL INFORMATION

Incomplete information could disqualify you from further consideration. Please complete all fields.

Name _____ Date _____

Address _____

E-mail Address _____

Home Phone # _____ Cell Phone # _____

Are you eligible to work in the U.S? Yes No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.)
 Yes No

Have you ever been terminated from employment or asked to resign by an employer? Yes No

If yes, please provide company names and details _____

Can you work overtime, including weekends? Yes No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? Yes No

REFERRAL SOURCE

How did you hear about us? _____

Have you ever worked for this company before?
 Yes No Explain _____

Do you know anyone who works for our company? Yes No

If yes, who? _____

| EDUCATION | Name and location of school | No. of yrs. Attended | Degree Received | Subjects studied/Major |
|--|------------------------------------|-----------------------------|------------------------|-------------------------------|
| High School | | | | |
| College or University | | | | |
| Trade, Business or Correspondence School | | | | |

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain. _____

Computer Skills (please describe): _____

EMPLOYMENT HISTORY Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time.

Incomplete information could disqualify you from further consideration.

| | | |
|--|---------------------------------|----------------|
| From: | To: | Employer Name: |
| Telephone: | Address: | |
| Job Title: | Immediate Supervisor and Title: | |
| Summarize the nature of work performed and job responsibilities: | | |
| Reason for Leaving: | | |
| From: | To: | Employer Name: |
| Telephone: | Address: | |
| Job Title: | Immediate Supervisor and Title: | |
| Summarize the nature of work performed and job responsibilities: | | |

| | | |
|---------------------|---------------------------------|----------------|
| Reason for Leaving: | | |
| From: | To: | Employer Name: |
| Telephone: | Address: | |
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Summarize the nature of work performed and job responsibilities:

| | | |
|---------------------|---------------------------------|----------------|
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| Telephone: | Address: | |
| Job Title: | Immediate Supervisor and Title: | |

Summarize the nature of work performed and job responsibilities:

| | | |
|---------------------|--|--|
| Reason for Leaving: | | |
|---------------------|--|--|

If additional space is needed, please attach a sheet of paper.

REFERENCES

Give the names of three persons not related to you, whom you have known at least three (3) years.

| Name | Contact Information | Company | Years Acquainted |
|------|---------------------|---------|------------------|
| 1. | Phone: Email: | | |
| 2. | Phone: Email: | | |
| 3. | Phone: Email: | | |

Please read carefully before signing.

The Village of Buckeye Lake does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for **The Village of Buckeye Lake** to hire me. If I am hired, I understand that either **The Village of Buckeye Lake** or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of **The Village of Buckeye Lake** has the authority to make any assurance to the contrary.

I understand that a background check and drug screening may be necessary prior to my employment. If such reports are required, I understand that, in compliance with federal law, **The Village of Buckeye Lake** will provide me with written notice regarding the use of information within these reports and will also obtain written authorization from me to consent to these reports.

I attest with my signature below that I have given to **The Village of Buckeye Lake** true and complete information on this application. No requested information has been concealed. I authorize **The Village of Buckeye Lake** to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Signature _____ Date _____