

APPLICATION FOR EMPLOYMENT

Date: \_\_\_\_\_

Please Print  
PERSONAL INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Telephone No. (home) \_\_\_\_\_  
(mobile) \_\_\_\_\_

(work) \_\_\_\_\_

Are you currently authorized to work in the United States?  Yes  No (If hired, you will be required to provide valid proof of legal right to work in the United States by your third day of employment.)

Will you require sponsorship for employment authorization?  Yes  No

Are you less than 18 years of age?  Yes  No (We comply with child labor regulations.)

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

EMPLOYMENT DESIRED

Position(s) applied for: -----

Salary Desired -----

Are you applying for: \_\_\_ Regular Full-time Work \_\_\_ Regular Part-time Work \_\_\_ Temporary Work

If hired, on what date can you start work? -----

Have you applied for employment with the Village of Glenwood before?  Yes  No If yes, date: \_\_\_\_\_

Have you worked with the Village of Glenwood?  Yes  No If yes, dates employed: \_\_\_\_\_

Job Duties: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Do you know anyone currently working for the Village of Glenwood?  Yes  No If yes, please state the name of the person(s) and relationship: -----

Have you served in the United States Military?  Yes  No If so, what branch? \_\_\_\_\_

Describe any special military training you had: -----

Are you employed now?  Yes  No If yes, may we contact your present employer?  Yes  No

**EMPLOYMENT HISTORY**

<i>DATES</i>	<i>EMPLOYER NAME, ADDRESS &amp; PHONE</i>	<i>JOB TITLE &amp; JOB DUTIES</i>	<i>NAME OF SUPERVISOR</i>	<i>REASON FOR LEAVING</i>

If there have been any gaps in your employment during the last five years, please provide details in the space provided here (do not include any confidential medical information in this section):

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**EDUCATIONAL BACKGROUND**

<i>SCHOOL</i>	<i>NAME &amp; LOCATION</i>	<i>NO. OF YEARS ATTENDED</i>	<i>SUBJECTS STUDIED</i>	<i>DID YOU GRADUATE?</i>
HIGH SCHOOL				<input type="checkbox"/> Yes <input type="checkbox"/> No
COLLEGE/UNIVERSITY				<input type="checkbox"/> Yes <input type="checkbox"/> No
OTHER				<input type="checkbox"/> Yes <input type="checkbox"/> No

Please provide any additional information that you believe would assist us in making our decision whether to hire you:

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**REFERENCES**

Please list three people, who are not related to you and who are not previous supervisors, that you have known for at least one year, and whom we may contact as additional references.

<i>NAME</i>	<i>RELAT/ONSHIP</i>	<i>YEARS KNOWN</i>	<i>PHONE NO.</i>	<i>ADDRESS</i>

**APPLICANT'S STATEMENT**

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any false statements, omissions or misrepresentations on this application or made during the employment process may be considered sufficient cause for rejection or this application or termination of employment if I have been employed, no matter when discovered by the Village of Glenwood.

I hereby authorize the Village of Glenwood to thoroughly investigate my references, employment record and other matters related to my suitability for employment to the extent permitted by law, and further authorize my former employers and any third party to disclose to the Village or Glenwood all reports and other information related to my suitability for employment, personal or otherwise, without giving me prior notice of such disclosure. In addition, I hereby release the Village of Glenwood, all former employers, and all references listed above, from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure. I understand that the Village or Glenwood may conduct a background check in connection with this application based on the nature of the position, and I hereby authorize the Village or Glenwood and any consumer or credit reporting agency or bureau employed by the Village of Glenwood to make a consumer credit report in connection with this application to the extent permitted by law.

I understand that if I receive an offer of employment, it may be conditioned on my taking a drug/alcohol test and a physical examination. I further understand that, should this test indicate the presence of drugs in my system or that I am under the influence of alcohol, it may result in the rejection of my application for employment or my immediate discharge, if detected, discovered or reported after hire. I consent to this testing and examination and request that the results of such test(s) and examination be disclosed to the Village of Glenwood, and I hereby release the Village of Glenwood, its employees and its agents from any and all legal liability flowing from my taking such test(s) and examination or my failure or refusal to take such test(s) or examination.

I further understand that if I receive an offer of employment, it will be conditioned on a satisfactory background check.

I understand that nothing contained in this application, or conveyed during any interview which may be granted, is intended to create an employment contract. I further agree that if I am hired, my employment is for no definite period and may be terminated at any time, without prior notice, at the option of either myself or the Village of Glenwood. I further understand that no representative of the Village of Glenwood has the authority to make any assurances to the contrary.

If hire . I agree to abide by all work rules, policies and procedures relating to work performance and conduct.

I understand that the Village of Glenwood will consider this application only for up to 30 days, and that I will have to complete a new application if I want to be considered for employment after that period of time.

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

Date \_\_\_\_\_