**Employment Application Form**

Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Please print all information requested except signature.**

**Personal Information**

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

 Last First Middle Maiden

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

 Number Street City State ZIP

How long at present address? \_\_\_\_\_\_\_\_\_\_ Phone number(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Pertaining to Employment**

If under 18 years old, please list age: \_\_\_\_\_\_\_\_\_\_ Position applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Salary desired: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date available to begin work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Days/Hours available to work:

No Preference \_\_\_\_\_ Monday\_\_\_\_\_\_\_\_\_\_\_\_\_ Tuesday\_\_\_\_\_\_\_\_\_\_\_\_\_ Wednesday\_\_\_\_\_\_\_\_\_\_\_\_\_

Thursday\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Friday\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Saturday\_\_\_\_\_\_\_\_\_\_\_\_\_ Sunday\_\_\_\_\_\_\_\_\_\_\_\_\_

How many hours can you work weekly? \_\_\_\_\_\_\_\_\_\_\_\_ If necessary, can you work nights? \_\_\_\_\_\_\_\_\_\_\_\_\_

Type of employment desired: \_\_\_\_\_\_\_Full-time only \_\_\_\_\_\_\_Part-time only \_\_\_\_\_\_\_Full or part-time

**Background Check**

Have you ever been convicted of a crime? \_\_\_\_\_No \_\_\_\_\_Yes

If yes, explain number of convictions (s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Military**

Have you ever been in the Armed Forces? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Are you in the National Guard? \_\_\_\_\_\_\_\_\_\_\_\_

Military Specialty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Entered: \_\_\_\_\_\_\_\_\_\_ Discharge Date: \_\_\_\_\_\_\_\_\_\_

**Driving Information**

Do you have a driver’s license? \_\_\_Yes \_\_\_No State of issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Exp. Date: \_\_\_\_\_\_\_\_\_\_\_

Driver’s license number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_Operator \_\_\_\_\_CDL \_\_\_\_\_Chauffeur

What is your means of transportation to work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you had any accidents during the past 3 years? \_\_\_\_\_\_\_\_\_\_ How Many? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you had moving violations during the past 3 years? \_\_\_\_\_\_\_\_\_\_ How Many? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of School** | **Name of School** | **Location** | **Number of years completed** | **Major & Degree** |
| **High School** |  |  |  |  |
| **College** |  |  |  |  |
| **Business or Trade School** |  |  |  |  |
| **Professional School** |  |  |  |  |
| **Other** |  |  |  |  |
| **Other** |  |  |  |  |

**Work Experience**

 Please list your experience for **the past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary**.

|  |  |  |  |
| --- | --- | --- | --- |
| *Name of employer**Address**City, State, ZIP**Phone* | *Name of last supervisor* | *Employment dates* | *Pay or salary* |
|  | *From**To* | *Start**Final* |
| *Reason for leaving (be specific)* |
| *List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this job.* |

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May we contact your present employer? \_\_\_\_\_Yes \_\_\_\_\_No

Did you complete this application yourself? \_\_\_\_\_Yes \_\_\_\_\_No

If no, who did? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list two references other than relatives or previous employers.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying. |
|  |

 ***Check if more room is needed for listing of previous employers and provide additional information on back of this application.***

*I certify that my answers are true and complete to the best of my knowledge. I understand that I may be tested for illegal drugs. If this application leads to employment, I understand that false or misleading information on my application or interview may result in my release.*

**Signature**

The Village of Crainville is an equal opportunity employer. Qualified applicants receive consideration for employment without discrimination because of race, color, national origin, sex, age, marital status, veteran status, sexual orientation or the presence of disability.