



EMPLOYMENT APPLICATION WITH THE VILLAGE OF WEST CITY

The following information is required in order to help the Village make the best possible selection of a candidate for employment. All portions of this application must be completed and legible. The Village of West City, is an equal opportunity employer. The Village considers applicants without regard to race, religion, gender, national origin, age, disability, marital status, sexual orientation, veteran status, or any other legally protected status. Should an applicant need reasonable accommodation in the application process, he or she should contact a Village representative. A completed application is maintained on active status for a maximum of twelve (12 months) from the date signed. Any address changes must be forwarded to the Village to maintain eligibility for employment.

PRE-EMPLOYMENT QUESTIONNAIRE – AN EQUAL OPPORTUNITY EMPLOYER

| PERSONAL INFORMATION | | | | |
|---|-----------------------------|--|-------------------------|------------------|
| NAME (LAST NAME FIRST) | | | SOCIAL SECURITY NO.: | |
| PRESENT ADDRESS | APT. NO. | CITY | STATE | ZIP |
| PERMANENT ADDRESS | APT. NO. | CITY | STATE | ZIP |
| D.O.B (IF UNDER 18 YEARS OF AGE CAN YOU PROVIDE PROOF OF ELIGIBILITY TO WORK) | | PHONE NUMBER: | DRIVERS LICENSE NUMBER: | |
| DESIRED EMPLOYMENT | | | | |
| POSITION | | DATE YOU CAN START | | SALARY DESIRED |
| ARE YOU EMPLOYED NOW? YES <input type="checkbox"/> NO <input type="checkbox"/> | | IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/> | | |
| EVER APPLIED TO THIS VILLAGE BEFORE? YES <input type="checkbox"/> NO <input type="checkbox"/> | | WHERE? | | WHEN? |
| EVER WORKED FOR TO THIS VILLAGE BEFORE? YES <input type="checkbox"/> NO <input type="checkbox"/> | | WHERE? | | WHEN? |
| REASON FOR LEAVING: | | | | |
| NAME OF LAST SUPERVISOR AT THE VILLAGE: | | | | |
| WHO REFERRED YOU TO THE VILLAGE | | | | |
| EMPLOYEE | NEWSPAPER ADVERTISING | | FRIEND | OTHER |
| EDUCATION | | | | |
| SCHOOL LEVEL | NAME AND LOCATION OF SCHOOL | NO. OF YEARS ATTENDED | DID YOU GRADUATE? | SUBJECTS STUDIED |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| GENERAL | | | | |
| SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK | | | | |
| SPECIAL TRAINING | | | | |
| SPECIAL SKILLS | | | | |

FORMER EMPLOYERS

| | | | |
|----------------------------------|---------------------|--|-----|
| NAME OF PRESENT OR LAST EMPLOYER | | | |
| ADDRESS | CITY | STATE | ZIP |
| STARTING DATE | LEAVING DATE | JOB TITLE | |
| WEEKLY STARTING SALARY | WEEKLY FINAL SALARY | MAY WE CONTACT YOUR SUPERVISOR? YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| NAME OF SUPERVISOR | TITLE | PHONE | |
| DESCRIPTION OF WORK | | | |
| REASON FOR LEAVING | | | |
| NAME OF PREVIOUS EMPLOYER | | | |
| ADDRESS | CITY | STATE | ZIP |
| STARTING DATE | LEAVING DATE | JOB TITLE | |
| WEEKLY STARTING SALARY | WEEKLY FINAL SALARY | MAY WE CONTACT YOUR SUPERVISOR? YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| NAME OF SUPERVISOR | TITLE | PHONE | |
| DESCRIPTION OF WORK | | | |
| REASON FOR LEAVING | | | |
| NAME OF PREVIOUS EMPLOYER | | | |
| ADDRESS | CITY | STATE | ZIP |
| STARTING DATE | LEAVING DATE | JOB TITLE | |
| WEEKLY STARTING SALARY | WEEKLY FINAL SALARY | MAY WE CONTACT YOUR SUPERVISOR? YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| NAME OF SUPERVISOR | TITLE | PHONE | |
| DESCRIPTION OF WORK | | | |
| REASON FOR LEAVING | | | |

HAS YOUR EMPLOYMENT BEEN TERMINATED (OR NOT RENEWED) BY ANY EMPLOYER IN THE LAST 5 YEARS? IF "YES", PLEASE EXPLAIN:

(PLEASE ATTACH AN ADDITIONAL SHEET IF MORE SPACE IS NEEDED FOR YOU EXPLANATION)

REFERENCES BELOW, GIVE THE NAMES OF THREE (3) PERSONS YOU ARE NOT RELATED TO, WHOM YOU HAVE KNOWN AT LEAST ONE (1) YEAR

| NAME | ADDRESS | BUSINESS | YEARS ACQUAINTED |
|------|---------|----------|------------------|
| | | | |
| | | | |
| | | | |

THE VILLAGE OF WEST CITY RESERVES THE RIGHT TO CONFER WITH PERSONS LISTED BY YOU AS A REFERENCE, OR WITH ANY OTHER INDIVIDUALS, WITH KNOWLEDGE CONCERNING YOUR TOTAL QUALIFICATIONS FOR THE POSITION. WEST CITY WILL NOT INQUIRE INTO YOUR FINANCIAL STATUS, RELIGIOUS AFFILIATION, MARITAL STATUS, OR ON OTHER MATTERS UNRELATED TO YOUR QUALIFICATIONS TO FILL THE POSITION FOR WHICH YOU APPLIED. INFORMATION RECEIVED FROM SUCH INQUIRIES WILL BE USED SOLELY FOR DETERMINING YOUR EMPLOYABILITY WITH THE VILLAGE AND FOR NO OTHER PURPOSE. THIS INFORMATION WILL NOT BE SHARED WITH ANYONE OTHER THAN THOSE VILLAGE REPRESENTATIVES INVOLVED IN THE SELECTION PROCESS. UNLESS YOU ARE WILLING TO AUTHORIZE THE VILLAGE TO MAKE SUCH INQUIRIES, YOUR APPLICATION WILL NOT BE CONSIDERED.

I HEREBY CONSENT TO HAVING _____ CONTACT ANYONE THAT IT DEEMS APPROPRIATE TO INVESTIGATE OR VERIFY ANY INFORMATION I HAVE GIVEN, OR TO DISCUSS MY BACKGROUND, PAST PERFORMANCE, OR SUITABILITY FOR EMPLOYMENT. I FURTHER CONSENT TO BEING DISCUSSED BY ANY PERSON SO CONTACTED AND I WAIVE ALL RIGHTS TO BRING ANY ACTION FOR DEFAMATION, INVASION OF PRIVACY, OR ANY SIMILAR CAUSE AGAINST ANYONE CONTACTED AS A RESULT OF WHAT HE OR SHE MAY SAY ABOUT ME.

DATE

SIGNATURE

BECAUSE OF MY EXISTING EMPLOYMENT, I REQUEST THAT SUCH CONTACTS AND INQUIRIES BE DELAYED UNTIL AFTER _____.

DATE

SIGNATURE

SERVICE RECORD

BRANCH OF SERVICE

DISCHARGE DATE

RANK

BACKGROUND INFORMATION

THE VILLAGE OF WEST CITY SEEKS INDIVIDUALS FOR EMPLOYMENT WHO WILL BE ROLE MODELS. THE VILLAGE IS ALSO CONCERNED WITH PROVIDING A SAFE ENVIRONMENT. AS A CONSEQUENCE, THE VILLAGE HAS DETERMINED THAT IT IS NOT ONLY ITS RIGHT, BUT ITS DUTY AS WELL, TO OBTAIN INFORMATION ON AN APPLICANT'S CRIMINAL CONVICTION RECORD. A CONVICTION WILL NOT AUTOMATICALLY DISQUALIFY AN APPLICANT FOR CONSIDERATION. **THE VILLAGE OF WEST CITY WILL NOT ASK, AND YOU ARE NOT REQUIRED TO DISCLOSE, INFORMATION ABOUT EXPUNGED JUVENILE RECORDS OF ARREST AND CONVICTION.** EXCLUDING MINOR TRAFFIC VIOLATIONS SUCH AS SPEEDING, ETC., STATE WHETHER OR NOT YOU HAVE BEEN CONVICTED OF A CRIME.

YES

NO

IF YES, SPECIFY: TYPE OF OFFENSE(S), WHEN, COUNTY & STATE

IF YOU HAVE A CRIMINAL RECORD (A CONVICTION), PLEASE EXPLAIN:

A CONVICTION RECORD WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT, AND FACTORS SUCH AS AGE AND TIME OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE VIOLATION, AND REHABILITATION, WILL BE TAKEN INTO ACCOUNT.

SOCIAL MEDIA

EMAIL ADDRESS

FACEBOOK

TIKTOK

TWITTER

OTHER

AUTHORIZATION

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE AND RELEASE THE VILLAGE OF WEST CITY FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION. I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE VILLAGE OF WEST CITY HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY AN AUTHORIZED VILLAGE REPRESENTATIVE".

DATE

SIGNATURE