



VILLAGE OF Diamond

Employment Application

Application Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO Are you 18 yrs. of age or older? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional/work/school references that are not relatives or personal acquaintances.

Full Name: _____ Relationship And/or Title: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship And/or Title: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship And/or Title: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Previous Employment continued

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Please identify and explain any gap in employment longer than three (3) months:

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Briefly describe duties and skills acquired through military or volunteer service: (include dates):

Continue 

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge on this application (and accompanying resume, if applicable). I understand that any false or misleading representations or omissions made on the application or during the hiring process may disqualify me from further consideration for employment and may result in discharge even if discovered at a later date.

I understand that employment may be conditioned upon successfully passing a medical examination and pre-employment drug screen as a condition of employment.

I hereby authorize persons, schools, my current employer (if applicable) and previous employers and other organizations to provide the Village of Diamond with any requested information regarding application or suitability for employment and I completely release all such persons or entities from any and all liability related to the providing or use of such information.

I understand that my employment is at-will which means that I may terminate the employment relationship at any time and for any reason with or without notice, and that the Village of Diamond has the same right. I understand that no one has the authority to enter into any agreement contrary to the preceding sentence, except for a written agreement signed by an administrative representative of the Village of Diamond and notarized.

Signature: _____ Date: _____

Authorization to Obtain Criminal Background Reports

I authorize the Village of Diamond to obtain criminal background report(s) and/or investigate criminal background reports. I understand that these reports might include, but not limited to, search of my criminal background, and verification of my identification. I agree that this disclosure/authorization, in original or copy form, is valid for all current background reports.

I understand that the Village of Diamond may use such criminal background reports for employment purposes.

Signature:

Date:

Full Printed Name:

A valid picture form of identification will be required, (i.e. Driver's License, State I.D.)