

EMPLOYMENT APPLICATION

Position(s) applied for _____ Date of Application _____

Name _____ Social Security # _____ - _____ - _____

Last First Middle

Address _____

Street City State Zip Code

Telephone _____ Other Phone _____ Email _____

Date available for work ____/____/____ Type of Employment desired (circle all that apply) Full-Time, Part-Time, Temporary, Seasonal

Desired Salary Range \$ _____ Driver's license number (REQUIRED) _____ State _____

If it is required (under 18), can you furnish a work permit? If no, please explain _____ YES NO

Have you ever been employed here before? If yes, give dates and positions _____ YES NO

Are you legally eligible for employment in this country? _____ YES NO

Are you able to meet the attendance requirements of the position? _____ YES NO

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? _____ YES NO

If yes, please provide date(s) and details _____

ANSWERING "YES" TO THESE QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT, FACTORS SUCH AS DATE OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE VIOLATION, REHABILITATION AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.

EMPLOYMENT HISTORY

Provide the following information in your past four (4) employers, assignments or volunteer activities, starting with the most recent:

FROM:	TO:	EMPLOYER	TELEPHONE #
STARTING JOB TITLE/FINAL JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
MAY WE CONTACT THESE FOR REFERENCES: Yes No Later			
REASON FOR LEAVING		HOURLY RATE/SALARY: START \$ PER FINAL \$ PER	
FROM:	TO:	EMPLOYER	TELEPHONE #
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IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
MAY WE CONTACT THESE FOR REFERENCES: Yes No Later			
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REASON FOR LEAVING		HOURLY RATE/SALARY: START \$ PER FINAL \$ PER	

SKILLS AND QUALIFICATIONS

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

EDUCATIONAL BACKGROUND (if job related)

NAME AND LOCATION	NUMBER OF YEARS ATTENDED	DID YOU GRADUATE?	COURSES OF STUDY (MAJOR AND DEGREE)
HIGH SCHOOL			
COLLEGE			
OTHER			
MILITARY SERVICE IN US. ARMED FORCES	LENGTH OF SERVICE:		SKILLS ACQUIRED:

REFERENCES

NAME	TELEPHONE	FAX	NUMBERS OF YEARS KNOWN

APPLICANT STATEMENT – DO NOT SIGN UNTIL YOU HAVE READ THE STATEMENT BELOW!

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found false, incomplete or misrepresented in any respect, will be sufficient cause to (i) further consideration of this application, or (ii) immediately discharge me from the employer's service, when it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the General Government and Finance Committee of the Belgium Village Board.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date _____

AN EQUAL OPPORTUNITY EMPLOYER