

VILLAGE OF TIGERTON

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Last Name		First Name	Middle Name	Today's Date
Street Address		City	State	Zip Code
Home Phone: (____) _____ - _____		Are you a United States Citizen or legally eligible to work in the U. S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Cell Phone: (____) _____ - _____		Are you 18 or over? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Title of Position Applying For		Date Available to Work	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Desired Salary
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____				
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, may we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No				

EDUCATION

Name and Location	# Years Completed	Major Area of Study	Degree/Diploma
High School			
College/ Tech			
Other			

EMPLOYMENT HISTORY

Please provide the following information for your previous three employers, beginning with the most recent:
(Please attach an additional page if necessary, do not use "see attached resume".)

Employer:	Dates Employed: From _____ To _____	Job Title:
Address:	Phone: (____) _____ - _____	May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Salary Start: _____ Finish: _____	Job Duties:	
Reason for Leaving:		

Employer:	Dates Employed: From _____ To _____	Job Title:
Address:	Phone: () _____ - _____	May we contact for a reference? ___ Yes ___ No
Salary Start: Finish:	Job Duties:	
Reason for Leaving:		

Employer:	Dates Employed: From _____ To _____	Job Title:
Address:	Phone: () _____ - _____	May we contact for a reference? ___ Yes ___ No
Salary Start: Finish:	Job Duties:	
Reason for Leaving:		

Describe your qualifications for the type of employment you are seeking:
(Please include skills, special training, etc.)

Please list any special awards, honors, scholarships, or offices held.

MILITARY		
Branch	Dates of Service	Rank
Any Special Trainings		Type of Discharge

If applying for Public Works Position, Please indicate whether you hold the following valid driver's licenses:

Class A _____ Class B _____ Class C _____ State Issued: _____

REFERENCES Please list names of supervisors, managers, or others who can comment directly on your abilities:				
Name	Address	Phone #	Relationship/Occupation	Years Known

NOTICE & AUTHORIZATION TO RELEASE CRIMINAL INFORMATION FOR EMPLOYMENT PURPOSES

This position for which I am considering requires me to consent to a background check as a condition of employment. This check includes the following: criminal history, personal history, and financial history. Reference searches for felony and misdemeanor convictions, court records, driving records, personal references & past employment, bankruptcy and fraud at the county and federal level where I currently reside or have resided during the past 7 years; and sex offender registry searches at the county and federal levels in every jurisdiction where I have resided. Financial checks will only be used for positions handling money.

Please read and initial that you understand the following:

____ I authorize the Village of Tigerton to conduct the criminal, personal, and financial background check described above. In connection with this, I also authorize the use of law enforcement agencies and/or private background check organizations to assist the Village of Tigerton in collecting this information.

For the use of the background check only, please provide your date of birth ____ / ____ / _____, your birthdate is strictly for the background investigation and will not be used in the consideration of employment.

The Village of Tigerton is an Equal Opportunity Employer. It is the policy of the Village of Tigerton not to discriminate in employment matters on the basis of race, creed, color, age, marital status, national origin, sex, or status with regard to public assistance or disability.

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if employed, false statements on this application shall be considered sufficient cause of dismissal. You are hereby authorized to make investigation of my personal references.

Applicant Signature: _____ **Date:** _____

Office Use Only:

Date Application Received: _____ Method of Delivery: Email Mail In Person Initial _____