

EMPLOYMENT APPLICATION

The Village Board of Stratton will make all decisions regarding recruitment, hiring, promotions, and all other terms and conditions of employment, without discrimination on the basis of race, color, religion, sex, national origin, age, handicap, marital status, Vietnam-era veteran status, or other factors which lawfully cannot be the basis for employment decisions.

Instructions to applicant: Answer all questions completely, use black or blue ink, and sign and date this form where indicated. If more space is necessary to answer any of the questions, attach an additional sheet.

Name _____
Last First Middle

Contact Information _____
Street or PO Box City County
State and Zip Code Telephone (home) Telephone (cell)

Are you a US citizen? _____ If not, what type of Visa do you hold? _____

Driver's License Number _____ State _____

SSN _____ Over 18 year of age _____ (if no, DOB _____)

For what positions are you applying? (List in order of preference.)

1. _____ 3. _____
2. _____ 4. _____

What type of employment are you seeking?

Full-time _____ Part-time _____ Permanent _____ Temporary _____

Date available for work: _____

Minimum salary required: _____

If applying for a clerical position, list office equipment and computer programs you have used.

Have you previously worked for the Village of Stratton? _____

Have you even been convicted of a violation of a law (excluding minor traffic violations)? Prior conviction does not preclude you from consideration for employment. The nature of the crime, the time elapsed since the crime, and the nature of employment sought will be considered. You

are not obligated to disclose any records which have been sealed and the Village of Stratton is not asking you to disclose the contents or details of any sealed records. _____
 If yes, please explain. _____

List any special skills, qualifications, volunteer experience, or work experience that applies to the position desired. _____

Education

Type of School	Name of School	Degree received and/or highest grade completed	Major	GPA/Honors received
High School				

Employment History (List most recent first.)

1. Employer _____ Job title _____
 Address _____
 Telephone _____ Supervisor _____
 Dates employed _____ Starting salary _____ Ending Salary _____
 Duties _____

Reason for leaving _____

May we contact this employer? _____

2. Employer _____ Job title _____

Address _____

Telephone _____ Supervisor _____

Dates employed _____ Starting salary _____ Ending Salary _____

Duties _____

Reason for leaving _____

May we contact this employer? _____

3. Employer _____ Job title _____

Address _____

Telephone _____ Supervisor _____

Dates employed _____ Starting salary _____ Ending Salary _____

Duties _____

Reason for leaving _____

May we contact this employer? _____

4. Employer _____ Job title _____

Address _____

Telephone _____ Supervisor _____

Dates employed _____ Starting salary _____ Ending Salary _____

Duties _____

Reason for leaving _____

May we contact this employer? _____

References (Do not include relatives or former employers.)

Name	Address	Telephone number

I understand that any false information I record in this application or deliberate omission of any information requested will be sufficient reason for rejection of my application or termination of my employment. Also I understand that all information I have furnished may be investigated; therefore, I authorize the Village of Stratton to reproduce this signed statement as authorization to former employers (except where otherwise indicated) or other individuals to verify information. I have the right to make a written request within a reasonable period of time for complete and accurate disclosure of information concerning the nature and scope of this investigation.

Signature _____ Date _____

Printed Name _____

I, _____, hereby give my consent to any and all prior employers of mine to provide information with regard to my employment with prior employers to the Village of Stratton.

Name

Date