

EMPLOYMENT APPLICATION

The Village of Somers is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, age, sex, religion or national origin.

APPLICANT PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE ANSWERING ANY QUESTIONS.

1. Please print or type all information. Answer all questions as completely as space will permit. Failure to complete application may prohibit you from proceeding in the evaluation process for this position.
2. Statements made in this application are subject to verification. The detection of false statements is a cause for disqualification or dismissal.
3. Date and sign the application on page 6.
4. Keep a copy of application materials for your files.

Position Applying for: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time			
How did you find out about the position you are applying for?			
<i>Personal information</i>			
First Name:	Middle Initial:	Last Name:	Suffix:
Address:	City:	State:	Zip:
Daytime Phone:	Cell Phone:		
Email:			
Are you legally entitled to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you age 18 or over? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, enter date of birth:		
Do you have a valid Driver's License? Yes No	License #:		
Do you possess a valid Commercial Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, check all that apply: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> H		
Special skills and qualifications that may apply to the position: (Please include all computer software which you can operate skillfully):			

List any memberships in professional or technical associations:

Current certifications, licenses, or registrations as a member of a trade or profession:

Education and training

Name and Location of High School:

Highest Grade or Year Completed:

Do you have a high school Diploma or GED?

Yes No

Training beyond high school

(College, university, business or other schools you have attended)

<u>Name & Location</u>	<u>Dates Attended</u>	<u>Graduated?</u>	<u>Minor/Major</u>
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Describe any education and training you have had which is not covered above, such as vocational school, correspondence courses, service schools, in service training, or volunteer work which you feel is relevant to the job you are applying for.

<i>References</i>			
<u>Name:</u>	<u>Phone Number:</u>	<u>Occupation:</u>	<u>Years Known:</u>

<i>Employment History (most recent job first)</i>		
Name and Location of Employer:	Type of Business:	
Your Job Title:	Full Time:	Dates Employed:
	Part Time:	
Your Duties:		
Supervisor's Name:	Supervisor's Phone Number:	
May we contact now? <input type="checkbox"/> Yes <input type="checkbox"/> No	Starting Salary:	Ending Salary:
Reason(s) for leaving?		

<i>Employment History (continued)</i>		
Name and Location of Employer:		Type of Business:
Your Job Title:	Full Time:	Dates Employed:
	Part Time:	
Your Duties:		
Supervisor's Name:		Supervisor's Phone Number:
May we contact now?	Yes No	Starting Salary: Ending Salary:
Reason(s) for leaving?		

Name and Location of Employer:		Type of Business:
Your Job Title:	Full Time:	Dates Employed:
	Part Time:	
Your Duties:		
Supervisor's Name:		Supervisor's Phone Number:
May we contact now?	Yes No	Starting Salary: Ending Salary:
Reason(s) for leaving?		

Criminal record

Do you have a criminal record? Yes No:

If yes, for what have you been convicted, when, where and penalty imposed?

If the position you are applying for requires a valid driver's license, are you aware of any traffic violations that would make you unable to drive for this job.

A background check is a requirement for the job.
Do you consent: Yes No

Are you aware of any pending criminal charges against you: Yes No

Note: Convictions are not an automatic bar to employment but are reviewed in relation to the job for which you applied. Convictions not reported may be cause for discharge.



**APPLICANT’S CERTIFICATION AND AGREEMENT
CAREFULLY READ THIS APPLICATION AND YOUR ANSWERS AND CERTIFICATION AND
AGREEMENT BELOW BEFORE SIGNING.**

I certify that answers given herein are true and complete to the best of my knowledge. I understand and agree that any misstatements or omissions of material fact herein subjects me to disqualification or dismissal.

I authorize the Village of Somers to make such investigations and inquiries of my personal employment, financial and other related matters as may be necessary at arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application. A copy of this authorization shall be effective as the original.

I authorize the Village of Somers to make such investigation of my medical history, as may be necessary only after I have received a conditional job offer by the Village of Somers.

I further understand that in the event of employment by the Village of Somers, my classification as a permanent employee depends upon my successfully performing work assigned me during a probationary period, where applicable.

I also understand that covered employees are compensated for overtime work in accordance with the Fair Labor Standards Act. Applicants should discuss overtime pay practices with the appointing authority prior to accepting employment with the Village of Somers.

SIGNATURE OF APPLICANT:

DATE:

Thank you for completing this application and for your interest in employment with us. We would like to assure you that your opportunity for employment with the Village of Somers will be based on your merit and qualifications and no other consideration.

<i>Office Use Only</i>		
Interviewed by:	Date Interviewed:	
Notes, Comments, Recommendations:		
Hire Date:	Will Report On:	
Approved by: <input type="checkbox"/> Department Head <input type="checkbox"/> Administrator <input type="checkbox"/> Village Board <input type="checkbox"/> Other _____		
Job Title:	Department:	Salary/Hourly Rate: