

# VILLAGE OF MONTPELIER

Employment Application



## APPLICANT INFORMATION

|   |                              |                             |  |                              |                             |  |                              |                             |  |  |
|---|------------------------------|-----------------------------|--|------------------------------|-----------------------------|--|------------------------------|-----------------------------|--|--|
| Last Name                               |                              |                             |  | First                        |                             |  | M.I.                         | Date                        |  |  |
| Street Address                          |                              |                             |  |                              |                             |  | Apartment/Unit #             |                             |  |  |
| City                                    |                              |                             |  | State                        |                             |  | ZIP                          |                             |  |  |
| Home Phone                              |                              |                             |  | E-mail Address               |                             |  |                              |                             |  |  |
| Cell Phone                              |                              |                             |  | Date Available               |                             |  | Desired Salary               |                             |  |  |
| Position Applied for                    |                              |                             |  |                              |                             | Are you available for all shifts, weekends and be on call when required? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |  |  |
| Are you a citizen of the United States? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If no, are you authorized to work in the U.S.? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |  |                              |                             |  |  |
| Have you ever worked for this company?  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If so, when?                                   |                              |                             |  |                              |                             |  |  |
| Are you laid off and subject to recall? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Can you travel if required for the job?        | YES <input type="checkbox"/> | NO <input type="checkbox"/> |  |                              |                             |  |  |

If resume is submitted, Education, References, and Previous Employment sections are noted required to be completed on this form, provided all pertinent information asked on this form is provided.

## EDUCATION

|             |    |                   |                              |                             |                        |  |  |  |  |  |
|-------------|----|-------------------|------------------------------|-----------------------------|------------------------|--|--|--|--|--|
| High School |    |                   |                              | Address                     |                        |  |  |  |  |  |
| From        | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree                 |  |  |  |  |  |
| College     |    |                   |                              | Address                     |                        |  |  |  |  |  |
| From        | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree / Area of Study |  |  |  |  |  |
| Other       |    |                   |                              | Address                     |                        |  |  |  |  |  |
| From        | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree / Area of Study |  |  |  |  |  |

## REFERENCES

|           |  |  |  |              |  |  |  |  |  |  |
|-----------|--|--|--|--------------|--|--|--|--|--|--|
| Full Name |  |  |  | Relationship |  |  |  |  |  |  |
| Company   |  |  |  | Phone        |  |  |  |  |  |  |
| Address   |  |  |  |              |  |  |  |  |  |  |
| Full Name |  |  |  | Relationship |  |  |  |  |  |  |
| Company   |  |  |  | Phone        |  |  |  |  |  |  |
| Address   |  |  |  |              |  |  |  |  |  |  |
| Full Name |  |  |  | Relationship |  |  |  |  |  |  |
| Company   |  |  |  | Phone        |  |  |  |  |  |  |
| Address   |  |  |  |              |  |  |  |  |  |  |

**PREVIOUS EMPLOYMENT**

|                  |                    |                    |  |
|------------------|--------------------|--------------------|--|
| <b>Company</b>   |                    | 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

|                  |                    |                    |  |
|------------------|--------------------|--------------------|--|
| <b>Company</b>   |                    | 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

|                  |                    |                    |  |
|------------------|--------------------|--------------------|--|
| <b>Company</b>   |                    | 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

**SKILLS, TRAINING, CERTIFICATIONS AND LICENSES**

List skills, equipment, or computer software for which you have training, experience or certification:

List any certifications or licenses you have that are current and valid:

List any professional organizations or associations of which you are a member, and list any honors or commendations received:

| <b>MILITARY SERVICE</b>          |                              |
|----------------------------------|------------------------------|
| Branch                           | From                      To |
| Rank at Discharge                | Type of Discharge            |
| If other than honorable, explain |                              |

| <b>Initial</b> | <b>PRE-EMPLOYMENT INFORMATION / CONDITIONS</b>   |
|----------------|--|
|                | For positions which require driving a village vehicle, I understand that I must be insurable with the Village's insurance carrier. I understand that a post-offer drug screen, medical examination and criminal background check will be required for all full or part-time positions. Failure to pass the post offer drug screen, will result in the Village immediately rescinding the job offer tendered to me. Failure of the medical examination may cause disqualification for the specific job.   |
|                | I agree to wear and use any protective clothing or devices as required, and to abide by established safety rules. I agree to comply with all Village rules, regulations, and policies. I understand that days, hours of work, and or location of a position may be reassigned at the discretion of management.   |
|                | I hereby authorize any persons or entity having information or records about me to furnish any information or records about me to the Village of Montpelier, Ohio or to any of its employees or representatives as requested.  |
|                | I certify that the statements made in my application and any subsequent interview(s) that I may have are true and without omission. I authorize the Village of Montpelier to investigate any or all of my statements. I understand that any falsification or omission of material facts in my application may be sufficient cause for disqualification or termination of employment with the Village of Montpelier. I further release any such person, company, institution, or government agency from any liability in disclosing and/or furnishing information to the Village of Montpelier with regard to the application for employment. |
|                | <b>Signature:</b> _____ <b>Date:</b> _____   |