

# VILLAGE OF THREE OAKS APPLICATION FOR EMPLOYMENT



The Village of Three Oaks considers applicants for employment without regard to race, color, religion, sex, national origin, age, disability status, marital status, or any other legally protected status.

Please complete the application in its entirety. An incomplete application will not be considered for the position available.

Position Applied For				
First Name	Middle Initial	Last Name		
Address Street	City	State	Zip	
Telephone Number	Email address			

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Have you ever been employed with us before?  Yes  No

If yes, give dates of employment \_\_\_\_\_

Are you currently employed?  Yes  No

If being considered for a position, may we contact your current employer for a reference?  Yes  No

Are you legally eligible for employment in the U.S.?  Yes  No

*Proof of eligibility will be required upon employment*

On what date would you be available for work?

Are you seeking  Full Time work  Part Time work  Shift Work  Temporary/Seasonal work  
(check all that apply)

Can you travel if job requires it?  Yes  No

## EDUCATION

Do you have a High School Diploma?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Undergraduate College/University	Graduate/ Professional
College/University Name and Location			
Years Completed			
Diploma / Degree			
Describe Course of Study			

Describe any specialized training, apprenticeship, skills, or extra-curricular activities that you consider relevant to the position you are applying for	
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State any additional information you feel may be helpful to us in considering your application	
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List memberships in organizations that you consider relevant to your ability to perform the position to which you are applying:  
*You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, handicap, or other protected status*

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## REFERENCES

Give name and telephone number of three references who are not related to you and are not previous employers

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Have you ever had any job-related training in the United States military?  
 If yes, please describe

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## EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments, and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap, or other protected status. You may attach a resume, but don't write "see resume" in any blanks.

Employer		Dates Employed From                      To		Work Performed
Street Address				
City, State, Zip		Hourly Rate / Salary Starting                      Final		
Job Title	Supervisor Name			
Reason For Leaving				

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Street Address				
City, State, Zip		Hourly Rate / Salary Starting                      Final		
Job Title	Supervisor Name			
Reason For Leaving				

**EMPLOYMENT EXPERIENCE (Continued)**

Employer		Dates Employed From                      To		Work Performed
Street Address				
City, State, Zip		Hourly Rate / Salary Starting                      Final		
Job Title	Supervisor Name			
Reason For Leaving				

Employer		Dates Employed From                      To		Work Performed
Street Address				
City, State, Zip		Hourly Rate / Salary Starting                      Final		
Job Title	Supervisor Name			
Reason For Leaving				

Employer		Dates Employed From                      To		Work Performed
Street Address				
City, State, Zip		Hourly Rate / Salary Starting                      Final		
Job Title	Supervisor Name			
Reason For Leaving				

Have you been given a job description or had the requirements of the job explained to you?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you understand the requirements of the job?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Can you perform the requirements of this job with or without reasonable accommodations?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

**APPLICANT'S STATEMENT AND RELEASE OF INFORMATION**

I certify the answers given herein are true and complete to the best of my knowledge. For purposes of consideration of employment, I authorize and request that my current and former employers and those people I have listed as references furnish the Village of Three Oaks with information about my employment record, including a statement of the reason for termination of my employment, work performance abilities, and other qualities pertinent to my qualifications for employment, hereby releasing them and the Village of Three Oaks from all liability and responsibility arising from any information provided. A copy of this release is as valid as an original signature. I hereby understand and acknowledge that employment at the Village of Three Oaks is at-will. No oral representation by any Village employee will create a contract of employment. No employment practice by the Village is intended to create a contract of employment and no changes in the Village's employment-at-will policy will be effective unless executed in writing and signed by the Village Manager or the Village Council. In the event I am employed by the Village of Three Oaks I understand that any false or misleading information given on this application or during an interview may result in discharge, no matter when the information is discovered. I understand also that I am required to abide by all the rules and regulations of the Village of Three Oaks.

Signature of Applicant _____	Date _____
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