

# BARTON HILLS VILLAGE

## APPLICATION FOR EMPLOYMENT

*Barton Hills Village complies with applicable state and local laws prohibiting discrimination in employment.*

Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Job applied for: \_\_\_\_\_ Rate of pay expected: \$\_\_\_\_\_ per \_\_\_\_\_

Describe any skills, qualifications or experiences which you feel would especially fit for work with the Village?

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Do you have a reliable means of transportation to get to work? \_\_\_\_\_

Are you 18 years or older? Yes \_\_\_\_ No \_\_\_\_ If hired, when can you start? \_\_\_\_\_

Do you have any impairments (physical, mental or medical) which would interfere with your ability to do the job for which you are applying? Yes \_\_\_\_ No \_\_\_\_ If yes, please describe:

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Have you ever been convicted of a crime? Yes \_\_\_\_ No \_\_\_\_ If yes, please explain when, where and the nature of the offense.

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Are there any felony charges pending against you now? Yes \_\_\_\_ No \_\_\_\_ If yes, describe:

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*A conviction record will not necessarily be a bar to employment. Factors such as age, time of offense, seriousness and nature of the violation, and rehabilitation will be considered.*

**Education**

Highest level of education: \_\_\_\_\_

Other training: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you were in school within the last two years, how many days were you absent and/or late? \_\_\_\_

**Work Experience**

Name and Address of Company	Date From To	List Your Duties	Starting Salary	Final Salary	Reason For Leaving
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If you were employed within the last two years, how many days were you absent and/or late? \_\_

**References**

Name	Contact information	Occupation
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## **Applicant's Certification and Agreement**

Please read carefully:

1. I certify that all statements on this Application for Employment are made truthfully and without evasion, and further understand and agree that such statements may be investigated and if found to be false will be sufficient reason for not being employed, or if employed may result in my dismissal.
2. I authorize the references I have listed above, and any prior or current employer of mine, to give you any and all information concerning my previous employment, including any disciplinary information, and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing information to you. Also, I hereby waive written notice to me that employment information is being provided by any person or organization.
3. If hired, in consideration of my employment I agree to abide by the rules and policies of Barton Hills Village. I further agree that such employment and all compensation can be terminated with or without cause, and with or without notice, at any time at the option of either Barton Hills Village or myself.
4. I understand that as a condition of employment I will be required to undergo and successfully pass a drug screen.
5. I understand that this application is not a contract of employment. I understand that Federal Law prohibits the employment of unauthorized persons; any offer of employment is contingent upon my ability to provide the required documentation within the time period required by law.

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Applicant's signature

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Date

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Applicant's printed name