



Village of Walbridge Application for Employment

Federal and State laws prohibit discrimination on the basis of race, sex, creed, color, religion, national origin, age, handicap, or veteran status. The Village of Walbridge is an equal opportunity employer.

Today's Date: _____

General Questions:

Name: _____

Have you ever been known by any other names? Yes _____ No _____

If yes, please list other names: _____

Social Security Number: _____

Federal immigration laws require all job applicants to provide verification of U.S. citizenship, alien registration, visa, or work permit before they can be hired, and, if hired, thereafter where necessary to demonstrate continued compliance with the immigration laws.

Are you a U.S. citizen? Yes _____ No _____ If no, is your U.S. residence legal? Yes _____ No _____

If you are a permanent resident of the U.S, give your alien registration number: _____

If you are not a permanent resident, what is the status of your visa?

Are you under 18? Yes _____ No _____ If yes, please give birthdate: _____

Address: _____

How long have you lived at this address? _____

Telephone Number: _____ Cell Number: _____

Have you been previously employed by The Village of Walbridge? Yes _____ No _____

If yes, please note dates of employment and positions held:

Do you have any relatives currently or previously employed by The Village of Walbridge?

Yes _____ No _____ If yes, please list names and relationship: _____

What position are you applying for? _____

How did you hear about this position? _____

What special qualifications do you have for this position? Please attach an additional sheet of paper to this application if necessary.

If hired, what is the earliest date you are available to start work? _____

Do you have restrictions on the hours you would be available to work? Yes _____ No _____

If yes, please explain: _____

Do you have any objection to working on Saturday or Sunday, if required? Yes _____ No _____

Do you have any objection to working overtime, if required? Yes _____ No _____

Do you have any physical conditions which would interfere with your ability to substantially perform the job you are applying for? Yes _____ No _____

If yes, please explain:

Have you ever been convicted or forfeited bond for violation of any Federal, State, or Local law related in any way to the type of job for which you are applying? Yes _____ No _____

If yes, please explain:

Minimum salary required: _____

Education:

Elementary School: _____

Address: _____

Diploma or Degree/Major: _____

Number of Years Completed: _____

High School: _____

Address: _____

Diploma or Degree/Major: _____

Number of Years Completed: _____

Undergraduate College: _____

Address: _____

Diploma or Degree/Major: _____

Number of Years Completed: _____

Graduate College: _____

Address: _____

Diploma or Degree/Major: _____

Number of Years Completed: _____

Other: _____

Address: _____

Diploma or Degree/Major: _____

Number of Years Completed: _____

Previous Employment History:

Please list your employment record for the past ten years, beginning with the most recent employment. Indicate any period of unemployment or self-employment. Include military service, if any.

Employer: _____ From (Mo/Yr): _____ To (Mo/Yr) _____

Address: _____

Type of Business: _____

Supervisor's Name & Title: _____ Phone Number: _____

Position & Duties:

Hours Worked per Week: _____ Starting Salary: _____ Ending Salary: _____

Employer: _____ From (Mo/Yr): _____ To (Mo/Yr) _____

Address: _____

Type of Business: _____

Supervisor's Name & Title: _____ Phone Number: _____

Position & Duties:

Hours Worked per Week: _____ Starting Salary: _____ Ending Salary: _____

Employer: _____ From (Mo/Yr): _____ To (Mo/Yr) _____

Address: _____

Type of Business: _____

Supervisor's Name & Title: _____ Phone Number: _____

Position & Duties:

Hours Worked per Week: _____ Starting Salary: _____ Ending Salary: _____

Employer: _____ From (Mo/Yr): _____ To (Mo/Yr) _____

Address: _____

Type of Business: _____

Supervisor's Name & Title: _____ Phone Number: _____

Position & Duties:

Hours Worked per Week: _____ Starting Salary: _____ Ending Salary: _____

Have you ever been disciplined or discharged by any prior employer? Yes _____ No _____

If yes, please explain:

References:

Please list below business and/or character references. Do not include relatives.

Name: _____

Address: _____

Phone Number: _____ Email: _____

Business/Occupation: _____

Name: _____

Address: _____

Phone Number: _____ Email: _____

Business/Occupation: _____

Name: _____

Address: _____

Phone Number: _____ Email: _____

Business/Occupation: _____

Name: _____

Address: _____

Phone Number: _____ Email: _____

Business/Occupation: _____

Name: _____

Address: _____

Phone Number: _____ Email: _____

Business/Occupation: _____

Important – Please read carefully before signing this application:

Please check your application to ensure you have completely and accurately answered every question. Your application is contingent upon your agreement to the following statements. Your signature below will indicate you have read these statements and agree to its terms.

I certify that the information contained in this application is correct to the best of my knowledge. I understand that falsification of this information is grounds for rejection of this application, or, if hired, termination from employment.

I authorize the references listed above to give you any and all information concerning my previous employment or any pertinent information they have, personal or otherwise. I release all parties from liability for any damage that may result from furnishing such information to The Village of Walbridge.

If hired, and in consideration thereof, I understand and agree to conform to the job requirements and rules of which The Village of Walbridge may advise me, in writing or otherwise, and agree that such requirements and rules may, from time to time, be modified or amended. I agree that, if hired, my employment is for an indefinite period of time and that The Village of Walbridge may change my wages, benefits, or working conditions at any time, unless prevented from doing so by an applicable collective bargaining agreement. I accept and understand that, if hired, and as a condition of continued employment, the public needs of The Village of Walbridge may require that I work overtime, shift work, a rotating work schedule, a schedule other than Monday through Friday, and/or travel.

I understand and agree that I may be required to take a physical examination, at the expense of The Village of Walbridge, prior to employment, or, if hired, at any time in the future during my employment, to determine my ability to substantially perform the job for which I am applying or hired. I authorize any physician or hospital to release any information which may be necessary to determine my ability to substantially perform such job to The Village of Walbridge, and/or the examining physicians. I also understand and agree that prior to employment, or if hired, as a condition of continued employment, I may be required to subject myself to such testing as may be required by The Village of Walbridge.

I further agree and acknowledge that, if hired, my employment and compensation may be terminated at any time, at the option of either The Village of Walbridge, or me without liability for wages or benefits except such as may have been earned at the date of such termination, or as may be specifically provided by an applicable collective bargaining agreement. I understand that no one, other than the Village Council of The Village of Walbridge has any authority to authorize the entering into any agreement for employment for any specified period of time, or make any agreement contrary to the foregoing.

I further understand that this is an application for employment and that no offer of employment is being made at this time.

Full Name: _____ Date _____