



## CITY OF VILLA HILLS APPLICATION FOR EMPLOYMENT

**WE CONSIDER APPLICATIONS FOR ALL POSITIONS WITHOUT REGARD TO POLITICAL AFFILIATION, DISABILITY, RACE, COLOR, AGE, NATIONAL ORIGIN, CITIZENSHIP, SEX, RELIGION, OR OTHER LEGALLY PROTECTED STATUS.**

**(PLEASE PRINT OR TYPE. USE OTHER SHEETS OF PAPER AS NECESSARY)**

FULL NAME: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ OTHER PHONE: \_\_\_\_\_

CITY / COUNTY / STATE / ZIP: \_\_\_\_\_

POSITION APPLYING FOR: \_\_\_\_\_

ARE YOU CURRENTLY EMPLOYED? \_\_\_\_ Yes \_\_\_\_ No

MAY WE CONTACT YOUR CURRENT EMPLOYER? \_\_\_\_ Yes \_\_\_\_ No

HAVE YOU EVER BEEN EMPLOYED PREVIOUSLY BY VILLA HILLS? \_\_\_\_ Yes \_\_\_\_ No

IF YES, WHEN AND POSITION TITLE \_\_\_\_\_

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? \_\_\_\_ Yes \_\_\_\_ No

**(PROOF OF CITIZENSHIP OR IMMIGRATION STATUS WILL BE REQUIRED IF OFFERED EMPLOYMENT)**

WHAT DATE WOULD YOU BE AVAILABLE TO START WORK? \_\_\_\_\_

DO YOU PREFER TO WORK: \_\_\_\_ FULL TIME \_\_\_\_ PART TIME \_\_\_\_ PROVISIONAL

CAN YOU TRAVEL IF IT IS REQUIRED FOR THE JOB? \_\_\_\_ Yes \_\_\_\_ No

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

## EDUCATION RECORD

DID YOU GRADUATE FROM HIGH SCHOOL OR RECEIVE A GED CERTIFICATE? \_\_\_\_\_ Yes \_\_\_\_\_ No

NAME OF HIGH SCHOOL \_\_\_\_\_

### COLLEGE/UNIVERSITY

SCHOOL NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

DEGREE, OR CERTIFICATE RECEIVED: \_\_\_\_\_ MAJOR FIELD OF STUDY: \_\_\_\_\_

COMPLETION/END DATE : \_\_\_\_\_

### COLLEGE/UNIVERSITY

SCHOOL NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

DEGREE, OR CERTIFICATE RECEIVED: \_\_\_\_\_ MAJOR FIELD OF STUDY: \_\_\_\_\_

COMPLETION/END DATE : \_\_\_\_\_

### GRADUATE SCHOOL

SCHOOL NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

DEGREE, OR CERTIFICATE RECEIVED: \_\_\_\_\_ MAJOR FIELD OF STUDY: \_\_\_\_\_

COMPLETION/END DATE : \_\_\_\_\_

### BUSINESS, TECHNICAL, VOCATIONAL

SCHOOL NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

DEGREE, OR CERTIFICATE RECEIVED: \_\_\_\_\_ MAJOR FIELD OF STUDY: \_\_\_\_\_

COMPLETION/END DATE : \_\_\_\_\_

## Other Skills and Qualifications

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications. You may exclude anything that would reveal a legally protected status.

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# EMPLOYMENT RECORD

BEGIN WITH CURRENT OR LAST POSITION AND WORK BACK. INCLUDE, AT MINIMUM, ALL OF YOUR EMPLOYERS OVER THE LAST 5 YEARS.

<b>EMPLOYER:</b> _____	POSITION TITLE _____
ADDRESS: _____	
PHONE NO: _____	FULL-TIME: _____ PART-TIME: _____
STARTING SALARY: _____	ENDING SALARY: _____
START DATE (MO/YR): _____	END DATE (MO/YR): _____
SUPERVISOR'S NAME & TITLE: _____	
BRIEFLY DESCRIBE DUTIES & RESPONSIBILITIES: _____ _____	
REASON FOR LEAVING: _____	
<b>EMPLOYER:</b> _____	POSITION TITLE _____
ADDRESS: _____	
PHONE NO: _____	FULL-TIME: _____ PART-TIME: _____
STARTING SALARY: _____	ENDING SALARY: _____
START DATE (MO/YR): _____	END DATE (MO/YR): _____
SUPERVISOR'S NAME & TITLE: _____	
BRIEFLY DESCRIBE DUTIES & RESPONSIBILITIES: _____ _____	
REASON FOR LEAVING: _____	
<b>EMPLOYER:</b> _____	POSITION TITLE _____
ADDRESS: _____	
PHONE NO: _____	FULL-TIME: _____ PART-TIME: _____
STARTING SALARY: _____	ENDING SALARY: _____
START DATE (MO/YR): _____	END DATE (MO/YR): _____
SUPERVISOR'S NAME & TITLE: _____	
BRIEFLY DESCRIBE DUTIES & RESPONSIBILITIES: _____ _____	
REASON FOR LEAVING: _____	

## PROFESSIONAL REFERENCES

PLEASE LIST BELOW THREE PEOPLE WHO ARE NOT RELATED TO YOU AS REFERENCE FOR EMPLOYMENT.

<p>NAME: _____ ADDRESS: _____</p> <p>PHONE NO: _____ OCCUPATION: _____</p> <p>HOW LONG HAVE YOU KNOWN THIS PERSON? _____</p> <p>NAME: _____ ADDRESS: _____</p> <p>PHONE NO: _____ OCCUPATION: _____</p> <p>HOW LONG HAVE YOU KNOWN THIS PERSON? _____</p> <p>NAME: _____ ADDRESS: _____</p> <p>PHONE NO: _____ OCCUPATION: _____</p> <p>HOW LONG HAVE YOU KNOWN THIS PERSON? _____</p>
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## APPLICANT'S STATEMENT

I CERTIFY THAT ANSWERS GIVEN HEREIN ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION FOR EMPLOYMENT AS MAY BE NECESSARY IN ARRIVING AT AN EMPLOYMENT DECISION.

I HEREBY UNDERSTAND AND ACKNOWLEDGE THAT, UNLESS OTHERWISE DEFINED BY APPLICABLE LAW, ANY EMPLOYMENT RELATIONSHIP WITH THIS ORGANIZATION IS OF AN "AT WILL" NATURE, WHICH MEANS THAT THE EMPLOYEE MAY RESIGN AT ANY TIME AND THE EMPLOYER MAY DISCHARGE EMPLOYEE AT ANY TIME WITH OR WITHOUT CAUSE. IT IS FURTHER UNDERSTOOD THAT THIS "AT WILL" EMPLOYMENT RELATIONSHIP MAY NOT BE CHANGED BY ANY WRITTEN DOCUMENT OR BY CONDUCT UNLESS SUCH CHANGE IS SPECIFICALLY ACKNOWLEDGED IN WRITING BY AN AUTHORIZED EXECUTIVE OF THIS ORGANIZATION.

IN THE EVENT OF EMPLOYMENT, I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION GIVEN IN MY APPLICATION OR INTERVIEW(S) MAY RESULT IN DISCHARGE. I UNDERSTAND, ALSO, THAT I AM REQUIRED TO ABIDE BY ALL RULES AND REGULATIONS OF THE EMPLOYER.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_