

APPLICATION FOR EMPLOYMENT VILLAGE OF PALMYRA

(An equal opportunity employer)

PERSONAL INFORMATION

NAME _____ DATE _____
Last First Middle SOCIAL SECURITY NUMBER _____

PRESENT ADDRESS _____
Street City Zip
 PHONE NUMBER _____ HAVE YOU EVER BEEN CONVICTED OF A CRIME _____

Are you 18 or older? Yes No DATE OF BIRTH _____

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? Yes No

EMPLOYMENT DESIRED

POSITION _____ Date you Can Start _____ Salary Desired _____

ARE YOU EMPLOYED NOW? _____ If so may we inquire of you present employer? _____

EVER APPLIED TO THIS COMPANY BEFORE? _____ When _____

REFERRED BY: _____

EDUCATION	Name and Location of School	Number of Years Attended	Did you Graduate?	Subjects Studied
Grammar School				
High School				
College				
Trade, Business or Correspondence School				

GENERAL

Subjects of Special Study or Research Work: _____

Special Skills: _____

Activities: (Civic, Athletic, Etc.) _____

U.S. Military or Naval Service _____ Rank _____ Present Membership in National Guard or Reserves _____

FORMER EMPLOYERS (List below last three employers, starting with last one first)

Date Month and Year	Name, Address and phone number of Employer	Salary	Position	Job Duties	Reason for Leaving
From					
To					
From					
To					
From					
To					

Which of these jobs did you like best? _____

What did you like most about this job? _____

REFERENCES Give the names of three persons not related to you, whom you have known at least one year.

Name	Address/Phone	Business	Years Acquainted
1.			
2.			
3.			

In case of emergency notify: _____
Name Address Phone Number

"I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time. In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than its president, and then only in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing. I, hereby empower the Village of Palmyra or authorized employee of the Village of Palmyra bearing this release to, within (3) months of its date, obtain a criminal background check.

Date _____ Signature _____

DO NOT WRITE BELOW THIS LINE

INTERVIEW BY _____

REMARKS _____

NEATNESS _____

HIRED _____ YES _____ NO POSITION _____ DEPT _____

SALARY/WAGE _____ DATE REPORTING TO WORK _____