

Have you reviewed the job description for this position? Yes No

If you have a special condition that requires accommodation to perform this position, please explain what accommodations would allow you to handle this job successfully: _____

EMPLOYMENT HISTORY

List previous three (3) employers, including any military service. Begin with your current or most recent employer.

Employer: _____ Telephone: _____

From: _____
Month Year

Address: _____

To: _____
Month Year

Supervisor's name and title: _____

Full Time Part Time
Hours per week _____

Your title: _____

Last salary _____

Your duties: _____

May we contact this employer?
 Yes No

Reason for leaving: _____

Employer: _____ Telephone: _____

From: _____
Month Year

Address: _____

To: _____
Month Year

Supervisor's name and title: _____

Full Time Part Time
Hours per week _____

Your title: _____

Last salary _____

Your duties: _____

May we contact this employer?
 Yes No

Reason for leaving: _____

Employer: _____ Telephone: _____

From: _____
Month Year

Address: _____

To: _____
Month Year

Supervisor's name and title: _____

Full Time Part Time
Hours per week _____

Your title: _____

Last salary _____

Your duties: _____

May we contact this employer?
 Yes No

Reason for leaving: _____

What languages, other than English, do you speak and/or write fluently? _____

Do you have experience operating specialized equipment? Yes No List: _____

Indicate experience with the following: Typing _____ wpm 10-key _____ kpm

Office software applications (list): _____

Other office equipment (list): _____

PERSONAL REFERENCES

(Excluding former employers or relatives.)

PLEASE INCLUDE COMPLETE INFORMATION

NAME AND OCCUPATION	ADDRESS	PHONE NUMBER
1.		
2.		
3.		

Use this space to continue any answers from other questions, to explain any special qualifications pertinent to the position for which you are applying, or to provide any additional information necessary to describe your full qualifications.

Person to be notified in case of accident or emergency

Name: _____ Telephone No.: _____

Address: _____

Do you possess a valid Driver's License? Yes No If yes, for what state? _____

Restrictions: _____

Have you ever been convicted of a crime, excluding minor traffic offenses? No Yes

If yes, describe in full: _____

I understand that nothing in this application creates an employment contract or relationship. I also understand that if hired by the Village of Deerfield, my employment can be terminated at any time, by myself or the Village, for any grounds not prohibited by law.

I certify that all information I have supplied on this form is correct to the best of my knowledge. I understand that omissions or deliberate misinformation will disqualify my application and, if hired, would serve as grounds for dismissal.

I consent to have the Village of Deerfield contact the people listed on this form for references and authorize these individuals to provide truthful information regarding my qualifications for employment and previous work. I also agree to waive liability against persons named as references, provided the information they supply is honest, factual and given without malice.

Signature

Date

DO NOT WRITE BELOW THIS LINE

INTERVIEW: Yes No Date: _____ Hour: _____

Acceptable for employment? Yes No Starting rate: _____

Starting date: _____ Position: _____

Interviewed by: _____

NOTES: