

APPLICATION FOR EMPLOYMENT

The Village of Stockbridge is an equal opportunity employer and shall consider all qualified applicants for all positions without regard to race, color, sex, religion, national origin, age, height, weight, marital status, veteran status, handicap, or any other protected category.

**YOU MUST ANSWER ALL QUESTIONS COMPLETELY. FAILURE TO DO SO WILL RESULT IN REJECTION OF YOUR APPLICATION AND YOU WILL NOT BE CONSIDERED FOR EMPLOYMENT.**

Position(s) Applied for: \_\_\_\_\_

How did you hear about this position?  Newspaper  Career Builder

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip Code

Telephone \_\_\_\_\_

Driver's License No. \_\_\_\_\_

If Yes: \_\_\_\_\_  
Name Relationship

Are you under 18 years of age? (If yes, attach work permit) Yes  No   
Are you currently working? Yes  No   
Are you on lay-off? Yes  No   
If yes, are you subject to recall? Yes  No   
Will you submit to a drug screening test? Yes  No   
Are you currently using illegal drugs? Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? Yes  No   
(Proof of citizenship or Immigration status may be requested upon employment)

Have you ever been fired? Yes  No   
If Yes, give date, where you worked and explanation: \_\_\_\_\_

Have you ever been convicted of a felony? Yes  No   
If Yes, completely describe including location and date: \_\_\_\_\_

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

Are you capable of performing with or without reasonable accommodation (special assistance, equipment or other help), the activities involved in the job or occupation for which you have applied? Yes  No   
(See attached Job description)

Describe how you would perform the job functions involved in the job or occupation for which you have applied.

\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION**

	High School	Vocational/Technical	College	Graduate
School Name, City/State				
Did you graduate? (If not, number of credit hours completed)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Degree/Certificate				
Major/Minor				

Describe any specialized training, apprenticeships, Internships, skills, licenses, certificates and extra curricular activities that pertain to the position(s) for which you are applying.

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List professional, trade, business group memberships and offices held and volunteer work excluding groups the name and character of which indicate race, color, sex, religion, national origin, age, height, weight, marital status, veteran status, handicap, or any other protected class:

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**REFERENCES**

(Do not include relatives or former employers):

Name Address Telephone

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**MILITARY SERVICE RECORD**

Have you had any experience in the Armed Forces of the United States of America or in a State National Guard? Yes  No

If Yes, what branch? \_\_\_\_\_ Rank at discharge \_\_\_\_\_

Date of discharge \_\_\_\_\_ Were you honorably discharged? Yes  No

**NOTE: A dishonorable discharge from the military will not necessarily be a bar to employment.**

**EMPLOYMENT HISTORY – PRINT ADDITIONAL PAGES AS NEEDED**

Employer	Dates		Work Performed
	From	To	
Address & Telephone			
Job Title			
Supervisor	Hourly Rate/Salary		
Reason(s) for Leaving	Start	Final	

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