



Village of New Knoxville

APPLICATION FOR EMPLOYMENT

The Village of New Knoxville will provide equal opportunities for employment, retention, and advancement of all personnel regardless of race, color, creed, national origin, citizenship status, political affiliation, age, sex, or handicap.

Social Security Number _____		Date _____
Name		
Last	First	M.I. Maiden
Present Address		
Street	P.O. Box	City State Zip
How long _____		
Phone No. _____	Cell Phone _____	e-mail _____
Referred By _____	Birthdate / /	
Position applied for _____	Date You Can Start _____	Salary Desired _____
Ever Applied to the Village of New Knoxville Before? <input type="checkbox"/> Yes <input type="checkbox"/> No When? _____		

Type of School	Name of School	Location (Complete mailing address)	Number Of Years Completed	Did You Graduate?	Subjects Studies and Degree(s) Received
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Bus. or Trade School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Professional School				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Subjects of Special Study or Research Work: _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY? Yes No
 If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

DO YOU HAVE A VALID DRIVER'S LICENSE? Yes No
 What is your means of transportation to work?

Driver's license number	State of Issue	Expiration Date	Commercial (CDL)? <input type="checkbox"/> Yes <input type="checkbox"/> No
-------------------------	----------------	-----------------	--

Have you had any accidents during the past three years? Yes No How many?
 Have you had any moving violations during the past three years? Yes No How many?

Work experience				
Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.				
Date Month and Year	Name and Address of Employer	Salary (upon leaving)	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

MAY WE CONTACT YOUR PRESENT EMPLOYER	<input type="checkbox"/> Yes	<input type="checkbox"/> No
HAVE YOU EVER BEEN IN THE ARMED FORCES?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ARE YOU NOW A MEMBER OF THE NATIONAL GUARD?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Specialty _____	Date Entered _____	Discharged _____

References	
List below two references other than relatives or previous employers.	
Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
Telephone () _____	Telephone () _____

AUTHORIZATION

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or for dismissal if I have been employed, no matter when discovered by the Village. All employment will continue on that basis.

The Village Administrator or Mayor, along with department supervisor, and/or Finance Committee may interview job applicants. I understand that any employment is conditional to reference checks, interviews, medical examinations, background checks, performance tests and/or other job-related screenings. Background checks will include, but are not limited to driving, arrest and/or conviction record analysis, and criminal background checks. A release of information shall be obtained from the applicant prior to the inquiry. I authorize the Village to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers, educators, and references to disclose information regarding my former employment, education, character and general reputation to the Village without giving me prior notice of such disclosure. In addition, I release the Village, any former employers and all references listed above from any and all claims, demands, or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that employment at the Village is "at will", which means that either I or the Village can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment will continue on that basis. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Village unless made in writing.

I understand that I may be required to provide information and undergo any examinations necessary to demonstrate qualifications for the position sought, insofar as such information and examination is job-related. Applicants will present necessary documentation of their identification and their right to work in the United States either as a U.S. citizen or as a properly documented alien and will submit a completed I-9 Form with required documentation.

If I am offered employment I agree to submit to a medical examination and drug testing, MVR, and criminal background check before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the Village and as permitted by law. I consent to such examinations and tests, and I request the examining doctor disclose to the results of the examination, which shall remain confidential and segregated from my personnel file. I understand that my employment and/or continued employment is contingent upon satisfactory medical examinations and drug tests, to the extent permitted by law, and that if I am hired, a condition of my employment will be that I abide by the Village's Drug and Alcohol Policy.

I understand that filling out this form does not indicate that a position is open and does not obligate the Village to hire. If hired, however, I agree to abide by all Village work rules, policies, and procedures. The Village retains the right to revise its policies or procedures, in whole or in part, at any time.

Signature _____ Date _____