**VILLAGE OF MORRILL**

Employment Application

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **APPLICANT INFORMATION** | | | | | | | | | | | | | | | | | | | | | | | |
| Last Name | |  | | | | | | | | | First |  | | | | | | M.I. | | Date | |  | |
| Other Names Used | | |  | | | | | | | | | | | | | | | Approximate Dates | | | |  | |
| Street Address | | |  | | | | | | | | | | | | | | | Apartment/Unit # | | | |  | |
| City |  | | | | | | | | | | State |  | | | | | | ZIP |  | | | | |
| Phone |  | | | | | | | | | | E-mail Address | |  | | | | | | | | | | |
| Date Available | | |  | | | | | | Social Security No. | | |  | | | | | Desired Salary | | |  | | | |
| Position Applied for | | | | |  | | | | | | | | | | | | | | | | | | |
| Are you a citizen of the United States? | | | | | | | | YES | | NO | | If no, are you authorized to work in the U.S.? | | | | | | | | | YES | | NO |
| Have you ever worked for this company? | | | | | | | | YES | | NO | | If so, when? | | |  | | | | | | | | |
| If you are under 18 years old can you provide a work permit, if required? | | | | | | | | YES | | NO | |  | | |  | | | | | | | | |
| I have reviewed the job description which includes essential functions. | | | | | | | | YES | | NO | | If no, explain | | |  | | | | | | | | |
| Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodation)? This question is not designed to elicit information about an applicant’s disability. Please do not  provide information about the existence of a disability, particular accommodation or whether accommodation is necessary.  These issues may be addressed at a later stage to the extent permitted by law. | | | | | | | | YES | | NO | |  | | |  | | | | | | | | |
| I need more information about the job’s essential functions to respond. | | | | | | | | YES | | NO | |  | | |  | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| **EDUCATION** | | | | | | | | | | | | | | | | | | | | | | | |
| High School | |  | | | | | | | | Address | |  | | | | | | | | | | | |
| From |  | | | To | |  | Did you graduate? | | | YES | | NO | | Degree | |  | | | | | | | |
| College |  | | | | | | | | | Address | |  | | | | | | | | | | | |
| From |  | | | To | |  | Did you graduate? | | | YES | | NO | | Degree | |  | | | | | | | |
| Other |  | | | | | | | | | Address | |  | | | | | | | | | | | |
| From |  | | | To | |  | Did you graduate? | | | YES | | NO | | Degree | |  | | | | | | | |
| List any special training or skills, including languages, licenses, certificates, etc., that would be of benefit in the job for which you are making application. | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | | |
| **REFERENCES** | | | | |
| *Please list three professional references.* | | | | |
| Full Name |  | Relationship | |  |
| Company |  | Phone |  | |
| Address |  | | | |
| Full Name |  | Relationship | |  |
| Company |  | Phone |  | |
| Address |  | | | |
| Full Name |  | Relationship | |  |
| Company |  | Phone |  | |
| Address |  | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **PREVIOUS EMPLOYMENT** | | | | | | |
| Company | | | | Phone | | |
| Address | | | | Supervisor | | |
| Job Title | | | Starting Salary | $ | Ending Salary | $ |
| Responsibilities | | | | | | |
| From | To | Reason for Leaving | | | | |
| May we contact your previous supervisor for a reference? | | | YES | NO |  |  |
|  | | | |  | | |
| Company | | | | Phone | | |
| Address | | | | Supervisor | | |
| Job Title | | | Starting Salary | $ | Ending Salary | $ |
| Responsibilities | | | | | | |
| From | To | Reason for Leaving | | | | |
| May we contact your previous supervisor for a reference? | | | YES | NO |  |  |
|  | | | |  | | |
| Company | | | | Phone | | |
| Address | | | | Supervisor | | |
| Job Title | | | Starting Salary | $ | Ending Salary | $ |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Responsibilities | | | | | | |
| From | To | Reason for Leaving | | | | |
| May we contact your previous supervisor for a reference? | | | YES | NO |  |  |
|  | | | | | | |
| **MILITARY SERVICE** | | | | | | |
| Branch | | | | | From | To |
| Rank at Discharge | | | | | Type of Discharge | |
| If other than honorable, explain | | | | | | |
|  | | | | | | |
| **DISCLAIMER AND SIGNATURE** | | | | | | |
| I certify that my answers are true and complete to the best of my knowledge.  If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. | | | | | | |
| Signature |  |  |  |  | Date | |

It is the policy of the Village of Morrill to provide equal opportunity with regard to all terms and conditions of employment. The Village of Morrill complies with federal and state laws prohibiting discrimination on the basis of race, color, religion, creed, origin, disability, veteran status, age, or any other protected characteristic.