

VILLAGE OF METAMORA
"An Equal Opportunity Employer"

APPLICATION FOR EMPLOYMENT

1. Name: _____

2. Address: _____

3. City: _____ State: _____ Zip: _____

4. Phone Number: _____

5. Position Applying For: _____

6. Date of Availability, if Hired: _____

7. Highest Grade of Education Completed: _____

8. Please provide the following information about your education.

a. School Name: _____

Degree(s) or Diploma: _____

b. School Name: _____

Degree(s) or Diploma: _____

9. Please describe your work skills. (Include machines, tools, equipment, and other abilities applicable to this job, which you possess.)

10. If you were ever a member of the Armed Forces, please complete the following:

Branch of Service: _____

Rank at Discharge: _____

Date of Service: _____

Responsibilities: _____

11. What are your hobbies: _____

12. List any civic/professional organizations to which you belong(ed):

13. List any awards you have received:

14. Beginning with your most recent or current employer, please provide the following information about each employer. (If additional space is needed, please attach an additional sheet).

Employer: _____

Dates of Employment: _____

Address: _____

Job Title: _____

Supervisor's Name: _____

Job Duties: _____

Ending Salary: _____

Employer: _____

Dates of Employment: _____

Address: _____

Job Title: _____

Supervisor's Name: _____

Job Duties: _____

Ending Salary: _____

Employer: _____

Dates of Employment: _____

Address: _____

Job Title: _____

Supervisor's Name: _____

Job Duties: _____

Ending Salary: _____

15. Below, list three references who are not members of your family:

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Desired Salary: _____

By my signature on this application, I:

- a. Authorize the verification of the above information and any other necessary inquiries that may be needed to determine my suitability for employment.
- b. Affirm that the above information is true to the best of my knowledge.
- c. Realize that falsification may be grounds for dismissal.,

Applicant's Signature

Date