

VILLAGE OF BETHANY

EMPLOYMENT APPLICATION

Please complete the entire application.

1. EMPLOYER INFORMATION

Employer: VILLAGE OF BETHANY
Address: 201 W. MAIN ST.
City/State/Zip: BETHANY, IL 61914
Telephone: (217) 665-3351

It is the policy of THE VILLAGE OF BETHANY to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

2. APPLICANT INFORMATION

Applicant Full Name: _____

Home Address: _____

Number of years at this address: _____

Daytime Phone: _____ Evening Phone: _____

Social Security Number: _____

(Are you willing to submit yourself to a background check upon or before hire?)

Yes _____ No _____

3. POSITION APPLIED FOR: PART-TIME OFFICE ASSISTANT

4. SALARY DESIRED: \$ _____ per hour

5. ARE YOU AT LEAST 18 YEARS OLD? YES _____ NO _____

6. IF OFFERED EMPLOYEMENT, WHEN WOULD YOU BE AVAILABLE TO BEGIN WORK?

7. IF HIRED, ARE YOU ABLE TO SUBMIT PROOF THAT YOU ARE LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? YES _____ NO _____

8. ARE YOU ABLE TO PERFORM THE ESSENTIALS OF THE JOB POSITION YOU SEEK WITH OR WITHOUT REASONABLE ACCOMMODATION? YES _____ NO _____

9. APPLICANT'S SKILLS

Check those skills that you have. List any other skills that may be useful for the job you are seeking. Enter the number of years of experience.

SKILL	YEARS OF EXPERIENCE
<input type="checkbox"/> Typing	_____
<input type="checkbox"/> Microsoft Office (Word, Excel, ect.)	_____
<input type="checkbox"/> Accounting/Bookkeeping	_____
<input type="checkbox"/> Answering Telephones	_____
<input type="checkbox"/> Filing	_____
<input type="checkbox"/> Customer Service	_____
<input type="checkbox"/> Other: _____	_____
_____	_____

10. APPLICANT EMPLOYMENT HISTORY

List your current or most recent employment first. Please list jobs (including self-employment and military service) which you have held beginning with the most recent, and list and explain any gaps in employment. If additional space is needed, continue on the back page of this application.

Employer Name: _____

Supervisor Name: _____

Address: _____

Job Duties: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): _____

Employer Name: _____

Supervisor Name: _____

Address: _____

Job Duties: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): _____

Employer Name: _____

Supervisor Name: _____

Address: _____

Job Duties: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): _____

11. APPLICANT'S EDUCATION AND TRAINING

College/University Name and Address

Did you receive a degree? Yes _____ No _____

If yes, degree(s) received: _____

High School/GED Name and Address

Did you receive a degree? Yes _____ No _____

Other Training, Licenses or Certifications, Awards or Special Achievements:

12. REFERENCES

Name: _____

Address: _____

Telephone: _____

Relationship: _____

Name: _____

Address: _____

Telephone: _____

Relationship: _____

Name: _____

Address: _____

Telephone: _____

Relationship: _____

13. Please provide any other information that you believe should be considered, including whether or not you are bound by any agreement with any current employer:

CERTIFICATION

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be basis for rejection of my application, or if employment commences, immediate termination.

I authorize the VILLAGE OF BETHANY to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.

APPLICANT SIGNATURE

DATE