



Village Of Smithton

101 S. Main Street

P.O. Box 330

Smithton, IL 62285

Application for Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

APPLICANT INFORMATION

Full Name: _____

(Last)

(First)

(Middle)

Address: _____

(Street)

(City)

(State)

Phone: _____ Email: _____

State / Drivers License No. _____

Position applied for: _____

How did you learn about this position: _____

Name and relationship of any relative employed with the Village: _____

Are you currently employed: _____ Date available: _____ Salary desired: _____

Have you been shown a copy of the job description: _____ Can you perform the essential functions as described: _____

Are you willing to work overtime if required: _____ Are you willing to work evenings or weekends if required: _____

Have you ever been convicted of a felony: _____ If yes, describe conditions: _____

EDUCATION

High School: _____ Did you graduate: _____ Year: _____

Address: _____

(Street)

(City)

(State)

College: _____ Did you graduate: _____ Year: _____

Degree: _____

Address: _____

(Street)

(City)

(State)

College: _____ Did you graduate: _____ Year: _____

Degree: _____

Address: _____

(Street)

(City)

(State)

PREVIOUS EMPLOYMENT

Starting with your most recent employer, list your past employment. Please include military assignments and volunteer activities.

Company: _____ Phone: _____

Address: _____ Supervisor: _____

(City) (State)

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Starting Date: _____ Ending Date: _____

Responsibilities: _____

Reason for leaving: _____

May we contact employer: _____ Supervisor's contact number: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

(City) (State)

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Starting Date: _____ Ending Date: _____

Responsibilities: _____

Reason for leaving: _____

May we contact employer: _____ Supervisor's contact number: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

(City) (State)

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Starting Date: _____ Ending Date: _____

Responsibilities: _____

Reason for leaving: _____

May we contact employer: _____ Supervisor's contact number: _____

REFERENCES

Please list three references other than relatives.

Name: _____ Relationship: _____
Business: _____ Phone Number: _____
Address: _____

(City) (State)

Name: _____ Relationship: _____
Business: _____ Phone Number: _____
Address: _____

(City) (State)

Name: _____ Relationship: _____
Business: _____ Phone Number: _____
Address: _____

(City) (State)

APPLICANT'S ACKNOWLEDGEMENT

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Village of Smithton to make an investigation of any of the facts set forth in this application.

Applicant's Signature _____

Date _____