



Village of Spring Grove
APPLICATION FOR EMPLOYMENT
(Please Print Plainly in Ink)

It is the policy of the Village of Spring Grove to ensure equal opportunity for all individuals without regard to race, color, religion, sex, age, national origin, disability, or any other category protected by law.

Date: ____/____/____

Name: _____
Last First Middle

Present Address: _____
Street City State Zip

Phone: (____) ____ - ____ Social Security Number: ____ - ____ - ____

Position Applied for: _____ Rate of Pay Expected: _____ per _____

Apply for (Please check one): Full-Time Part-Time Seasonal

If part-time, please specify: Days: Mon Tues Wed Thurs Fri Sat Sun
Hours: _____

Date Available to Start: ____/____/____

Work Location Restrictions (if any): _____

Were you previously employed by the Village of Spring Grove? Yes No

If yes, in what department? _____ Dates of Employment? ____/____/____ to ____/____/____

Under what name were you employed? _____

How were you referred to the Village of Spring Grove? _____

Are you at least 18 years of age? Yes No

Do you know anyone that works for the Village? Yes No

If yes, please specify: Name: _____

Have you ever been convicted of any violations of the law other than minor traffic violations? Yes No

If yes, please explain: _____



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EDUCATION

Name and Location of High School, Trade or Business School, or Colleges Attended	Dates From/To	Degrees Earned Or Expected	Graduation Date for Institutions Other Than High School	Major Courses Studied

Honors, Professional Societies/Affiliations, and Activities (Give Positions Held): Exclude organizations, the name of which indicates the race, creed, sex, age, martial status, color or nation of origin of members.

EMPLOYMENT INFORMATION

Is it OK if we check with your present supervisor? Yes No

Note: We may contact any previous employer to verify your job title, description of past duties, dates of employment, compensation, etc.

Experience: (Start with your present or last job and work back. Include paid or unpaid, full or part-time, summer job, etc.)

Name and Address of Present or Last Employer	Job Title	Starting Date	Ending Date
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Starting Salary	Ending Salary	Hours/Week	Name, title and phone number (if known) of immediate supervisor
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Description of Duties and Responsibilities: _____

Reason for Leaving: _____



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Name and Address of Employer	Job Title	Starting Date	Ending Date
Starting Salary	Ending Salary	Hours/Week	Name, title and phone number (if known) of immediate supervisor

Description of Duties and Responsibilities: _____

Reason for Leaving: _____

Name and Address of Employer	Job Title	Starting Date	Ending Date
Starting Salary	Ending Salary	Hours/Week	Name, title and phone number (if known) of immediate supervisor

Description of Duties and Responsibilities: _____

Reason for Leaving: _____

Name and Address of Employer	Job Title	Starting Date	Ending Date
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MILITARY SERVICE

Branch: _____ From: ____/____/____ To ____/____/____

Duties: _____ Dishonorable Discharge: Yes No

REFERENCES

List the names, addresses, and phone number of three (3) persons who are not related to you and who would have knowledge of your qualifications for the position(s) for which you are applying, such as supervisors, co-workers, teachers, etc.

Name	Address	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

SPECIAL QUALIFICATIONS

List or describe special qualifications, skills, or training related to the position for which you are applying (e.g. licenses, skills with machines, computer skills, special courses, training programs, etc.)

If hired, can you prove you are legally permitted to work in the United States? Yes No



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Acknowledgment

Please read carefully:

I certify that all information submitted by me on this application is true and complete, and I understand that if any false information, omissions or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated.

I understand that if the Village of Spring Grove hires me, my employment will be at-will, meaning that either I or the Village of Spring Grove can terminate it at any time for any reason.

I authorize the Village of Spring Grove to make inquiries concerning my character, employment record and other matters to verify my suitability for employment and release the Village of Spring Grove and any individuals it contacts from any claims arising from making or responding to such inquiries. I further understand that such inquiries will include checking police records for convictions. I understand that I may request reasonable accommodations, if needed, due to disability, in order to participate in the overall application process.

This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid.

I agree to submit to a pre-employment physical and/or drug screen if required by the Village of Spring Grove and understand that any offer of employment is contingent upon successful passing the test if so required.

Signed: _____

Date: ____/____/____

THE VILLAGE OF SPRING GROVE IS AN EQUAL OPPORTUNITY EMPLOYER. ALL APPLICANTS RECEIVE EQUAL CONSIDERATION REGARDLESS OF THEIR RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS, OR OTHER CATEGORY PROTECTED BY LAW.