

BASIC EMPLOYMENT APPLICATION

Equal Employment Opportunity

It is the policy of the Village of Ottawa Hills to grant equal employment opportunity to all qualified persons without regard to race, creed, color, sex, age, national origin, religion, physical or mental handicaps, or veteran status to deny ones contribution to our efforts because he or she is a member of a minority group is an injustice, not only to the individual but to the Village of Ottawa Hills. It is the intent and desire of the Village of Ottawa Hills that equal employment opportunity will be provided in employment, promotions, wages, benefits and all other privileges, terms and conditions of employment.

Position De	asired		Full-time □	Date		
1 osition Desired			Part-time □	Date		
Last Name First Name		Middle	Home Phone			
Street Address				Business Phone		
City, State,	Zip			Social Security Number		
Are you leg	gally eligible for employme	nt in the United States?		When available to work		
Special trai	ning or skills (languages, n	nachine operation, etc.)				
EDUCA	ATION					
SCHOOL	NAME/LOCATION	COURSE OF STUDY	# OF YEARS COMPLETED	GRADUATE	DEGREE/DIPLOMA	
College				Yes □ No □		
High				Yes 🗆		
				No 🗆		
Other				Yes □		
				No □		
ATT TO	ADV					
MILITA	ARY					
Complete i	f you served in the U.S. Ar	med Forces				
Describe your duties and any special training			Branch of Servi	Branch of Service		
			Period of Activ	e Duty (Month &)	Year) Γο	
			Rank at Dischar			

Date of Final Discharge (Month & Year)

EMPLOYMENT (starting with most current employer) Company Name Telephone Address Employed (Month & Year) То From Reason for Leaving Name of Supervisor Job Title May we Contact? Yes 🗆 No □ Job Duties If No, State Reason Company Name Telephone Address Employed (Month & Year) To From Name of Supervisor Reason for Leaving Job Title May we Contact? Yes \square No \square Job Duties If No, State Reason Company Name Telephone Address Employed (Month & Year) From То Name of Supervisor Reason for Leaving Job Title May we Contact? Yes 🗆 No 🗆 Job Duties If No, State Reason Applicant may attach additional information if desired. APPLICANT SIGNATURE The information provided on the application is true, correct and complete. If employed any misstatement or omission of fact may result in dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. If you decide to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize you to do so. If a report is obtained, you must provide, at my request, the name and address of the agency so I may obtain from them the nature and substance of the information contained in the report.

Signature

Date