



Employment Application

Rev. 1, 8/4/04 Page 1 of 3

VILLAGE OF STURTEVANT is firmly committed to providing equal employment opportunity in all phases of employment activity, without regard to race, color, national origin, religion, sex, age, disability, veteran status, sexual preference, marital status, or any other status protected by relevant statute or ordinance.

Section A: Personal Information			
Last Name	First	Middle	Date
Street Address			Home Telephone
			() -
City, State, Zip			Business Telephone
e-mail address:			() -

Have you ever applied for employment with VILLAGE OF STURTEVANT?	Social Security #
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: Month & Year Location	- -

Position Desired:	Salary Desired:	Are you of the legal age to work?
		<input type="checkbox"/> Yes <input type="checkbox"/> No

Are you available for full-time work? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If not, what hours can you work?</i>	
When will you be available to begin work?	
Are you willing to travel if the job requires it? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you willing to relocate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<small><i>Proof of U.S. Citizenship or immigration status will be required upon employment.</i></small>	

Section B: Education and Experience Information					
Level of Schooling	Name and Location (City, State) of School	Course of Study	No. of Yrs Completed	Did You Graduate?	Degree/Diploma Year Obtained
Graduate					
Undergraduate					
Business/Trade/Technical					
High School					
Membership in Job-Related Professional or Civic Organizations <small>(Exclude those which may disclose personal affiliations)</small>					
Military Experience					
Military Experience <input type="checkbox"/> Yes <input type="checkbox"/> No			If Yes, What Branch?		
Describe Training Relative to Desired Position:					



Employment Application

Rev. 1, 8/4/04 Page 2 of 3

Previous Employment			
<small>(Please give complete full-time and part-time employment record beginning with present or most recent employer. Use a separate page if necessary).</small>			
Company Name		Name of Supervisor	
Address			Telephone
			() -
Employed (month and year):		Start	Last
From	To	Annual Incentive/Bonus/Other:	
State Job Title and Describe Your Work:		Reason for Leaving:	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		If No, Please State Reason:	

Company Name		Name of Supervisor	
Address			Telephone
			() -
Employed (month and year):		Start	Last
From	To	Annual Incentive/Bonus/Other:	
State Job Title and Describe Your Work:		Reason for Leaving:	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		If No, Please State Reason:	

Company Name		Name of Supervisor	
Address			Telephone
			() -
Employed (month and year):		Start	Last
From	To	Annual Incentive/Bonus/Other:	
State Job Title and Describe Your Work:		Reason for Leaving:	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		If No, Please State Reason:	

Company Name		Name of Supervisor	
Address			Telephone
			() -
Employed (month and year):		Start	Last
From	To	Annual Incentive/Bonus/Other:	
State Job Title and Describe Your Work:		Reason for Leaving:	



Employment Application

May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	If No, Please State Reason:
--	-----------------------------

Additional Special Training or Skills (including classes, languages, machine operation, etc.)

Section C: Miscellaneous Information

Have you ever received a government security clearance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

If Yes, state employer name, government agency and clearance level.

Have you been convicted of a felony in the past ten years which has not been "sealed," expunged, or otherwise stricken from the court record?	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

*If Yes, describe in full.
(Conviction will not necessarily disqualify an applicant)*

Did you leave the Department of Defense (DoD) after April 15, 1987 after being employed by the DoD in a pay grade of GS-13 or higher, or in a pay grade of 04 (active duty major/lieutenant commander) or higher?	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

State names of relatives and friends working for Village of Sturtevant.

How did you hear about the Position?	<input type="checkbox"/> Newspaper (name)	<input type="checkbox"/> Website	<input type="checkbox"/> Referral	<input type="checkbox"/> Other
--------------------------------------	---	----------------------------------	-----------------------------------	--------------------------------

Professional References <i>(Not employers or relatives)</i>	
Name	Phone () -
Name	Phone () -
Name	Phone () -

My signature below constitutes full acceptance of this employment application in its entirety and certifies that the information provided herein is true and correct to the best of my knowledge. I hereby authorize my present and past employers and educational institutions/providers to release to Village of Sturtevant information about my employment or educational history which is in their possession or subject to their control, including information contained in my personnel file. I voluntarily authorize VILLAGE OF STURTEVANT to make investigations of my person, employment, and other related matters as may be necessary in arriving at an employment decision or verifying information related to my application. I hereby release from all liability all persons or entities supplying or collecting such information.

If I am offered employment, I understand the offer is contingent on the outcome of any investigations or reference checks satisfactory to VILLAGE OF STURTEVANT. If I am employed, I understand that if I have deliberately omitted or given false or misleading information in this application, my resume (if any), or interview(s) I may be discharged. If VILLAGE OF STURTEVANT accepts me for employment, I agree to abide by all of Village of Sturtevant's policies and practices during my employment. If I am employed, I understand that I will be required to sign agreements regarding secrecy of communications and inventions, discoveries, or developments that make, discover, or develop during my employment at VILLAGE OF STURTEVANT. In accordance with Village of Sturtevant's policy to maintain a drug-free workplace, VILLAGE OF STURTEVANT reserves the right to make an offer of employment contingent upon an applicant submitting to a drug test and receiving a negative drug test result. I hereby acknowledge that, if I am hired, I may also be subject to random drug and alcohol testing and that, if I test positively, my employment is subject to termination. I understand that my employment is contingent on my successful compliance with all employment eligibility verification requirements of the Immigration Reform and Control Act of 1986. If I am employed, I understand that my employment is "at will" and for no definite period of time. I further understand that my employment is at will regardless of any statement made by an VILLAGE OF STURTEVANT agent or in an VILLAGE OF STURTEVANT policy, practice handbook, program, or any other written or oral materials.

The information provided in this application, in my resume, and related employment documents, is true, correct, and complete. If employed, any misstatement or omission of fact on these documents may result in my 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.

Signature	Printed Name	Date