



EMPLOYMENT APPLICATION

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 ordinance.

Section A: Personal Information

Last Name	First Name	Middle	Date
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ADDRESS: house #, street, city, state, zipcode

			E-Mail

PHONE (with area code)

LICENSE

Home	Business	Cell	Driver's License #:
			State:

Social Security #	Have you ever applied for employment with Village of Sturtevant?	<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? YES NO

Are you available for full-time work? YES NO

If not, what hours can you work? Will you work overtime if asked? YES NO

When will you be able to begin work?

Are you willing to travel if the job requires it? YES NO

Are you willing to relocate? YES NO

Are you legally eligible for employment in the United States? YES NO

Proof of U.S. Citizenship or immigration status will be required upon employment.

Section B: Education and Experience Information

Level of Schooling	Name & Location (City, State)	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: (Exclude those which may disclose personal affiliations)

Military Experience

Military Experience: YES NO If Yes, What Branch?

Describe Training Relative to Desired Position:



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Previous Employment

(Please give complete full-time and part-time employment record beginning with present or most recent employer. Use a separate page if necessary.)

Company Name:	Name of Supervisor:
Address:	Telephone:
Employed (mm/yyyy):	Starting Pay: Last Pay:
From: To:	Annual Incentive/Bonus/Other:
Job Title:	Reason for Leaving:

Describe Your Work:

May we contact this employer? YES NO

If No, Please State Reason:

Company Name:	Name of Supervisor:
Address:	Telephone:
Employed (mm/yyyy):	Starting Pay: Last Pay:
From: To:	Annual Incentive/Bonus/Other:
Job Title:	Reason for Leaving:

Describe Your Work:

May we contact this employer? YES NO

If No, Please State Reason:

Company Name:	Name of Supervisor:
Address:	Telephone:
Employed (mm/yyyy):	Starting Pay: Last Pay:
From: To:	Annual Incentive/Bonus/Other:
Job Title:	Reason for Leaving:

Describe Your Work:

May we contact this employer? YES NO

If No, Please State Reason:

Company Name:	Name of Supervisor:
Address:	Telephone:
Employed (mm/yyyy):	Starting Pay: Last Pay:
From: To:	Annual Incentive/Bonus/Other:
Job Title:	Reason for Leaving:

Describe Your Work:

May we contact this employer? YES NO

If No, Please State Reason:

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



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Section C: Miscellaneous Information

Have you ever received a government security clearance? YES 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?

YES NO

If Yes, describe in full: (conviction will not necessarily disqualify an applicant)

Do you have any relatives or friends employed for the Village of Sturtevant? YES NO

If Yes, please name:

How did you hear about the position? (be specific) Newspaper (name) Website Referral Other

Professional references (Not employers or relatives)

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 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 I 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 Village of Sturtevant agent or in 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

