



APPLICATION FOR EMPLOYMENT

The Village of Fontana on-Geneva-Lake is an equal opportunity employer. The Village of Fontana on-Geneva-Lake does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic protected by law.

PERSONAL INFORMATION

Incomplete information could disqualify you from further consideration. Please complete all fields.

Name _____ Date _____

Address _____

E-mail Address _____

Home Phone # _____ Mobile Phone # _____

Are you eligible to work in the U.S? Yes No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.)
 Yes No

Have you ever been terminated from employment or asked to resign by an employer?

Yes No

If yes, please provide company names and details _____

Can you work any shift? Yes No If no, explain: _____

Can you work overtime, including weekends? Yes No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? Yes No

EMPLOYMENT DESIRED

Date you can start _____ Hourly rate/Salary desired _____

Position desired _____

Are you currently employed? ____ If so may we inquire of your present employer? _____

If presently employed, why are you considering leaving? _____

Are you available to work: DAYS ____ NIGHTS ____ WEEKENDS ____ FULL TIME ____

If you cannot work full time, please explain:

Days and Hours Available: (If employed, notification must be provided in writing should availability change.)

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From:							
To:							

Do you belong to any professional, trade, business or civic organizations that deal with the position for which you are applying? ____ YES ____ NO If yes, please explain and list offices held: (Omit any organization which reflects your race, color, religion, age, sex, sexual orientation, marital status or disabilities.)

REFERRAL SOURCE

How did you hear about us? ____ Walk In ____ Advertisement ____ Referral ____ Other

Have you ever worked for the Village of Fontana before? ____ Yes ____ No

Explain _____

Do you know anyone who works for the Village of Fontana? ____ Yes ____ No

If yes, who? _____

EDUCATION HISTORY

EDUCATION	Name and location of school	Degree Received	Subjects Studied/Major
High School			
College or University			
Trade, Business or Correspondence School			

EMPLOYMENT HISTORY Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			

From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain.

REFERENCES

Give the names of three persons not related to you, whom you have known at least three (3) years.

Name	Address, Phone, Email	Company	Years Acquainted
1			
2			
3			

Please read carefully before signing.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for The Village of Fontana on-Geneva-Lake to hire me. If I am hired, I understand that either The Village of Fontana on-Geneva-Lake or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of The Village of Fontana on-Geneva-Lake has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to The Village of Fontana on-Geneva-Lake true and complete information on this application. No requested information has been concealed. I authorize The Village of Fontana on-Geneva-Lake to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date _____ Signature _____

THIS APPLICATION IS VALID ONLY FOR 90 DAYS FROM THE DATE ABOVE.