VILLAGE OF BENTON

APPLICATION FOR EMPLOYMENT

POSITION BEING APPLIED FOR _____   **DATE COMPLETED** _____

Please complete all fields.

PERSONAL INFORMATION

LEGAL NAME _____   EMAIL _____

STREET ADDRESS _____   HOME PHONE _____

CITY _____ STATE _____ ZIP _____   CELL PHONE _____

ADDITIONAL INFORMATION

HAVE YOU EVER BEEN EMPLOYED BY THE VILLAGE OF BENTON? _____ YES _____NO

IF YES, FROM _____ TO _____ POSITION _____

REASON FOR LEAVING _____

ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES? _____ YES _____ NO

DO YOU HAVE A VALID DRIVERS LICENSE? _____ YES _____ NO

ARE YOU ABLE TO WORK OVERTIME, INCLUDING WEEKENDS? _____ YES _____ NO

DATE YOU CAN START _____   DESIRED WAGE/SALARY _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY? _____ YES _____ NO

IF YES, PLEASE EXPLAIN _____
_____

HAVE YOU EVER BEEN TERMINATED FROM EMPLOYMENT OR ASKED TO RESIGN? _____ YES ___NO

IF YES, PLEASE EXPLAIN _____

HOW DID YOU HEAR OF THIS POSITION? _____

LIST ANY RELATIVES EMPLOYED BY OR CURRENTLY HOLDING AN APPOINTIVE OR ELECTIVE POSITION WITH THE VILLAGE OF BENTON _____

IS THERE ANY OTHER INFORMATION, APPLICABLE TO THIS POSITION, YOU WISH TO HAVE CONSIDERED AS PART OF YOUR APPLICATION FOR EMPLOYMENT? _____
_____

VILLAGE OF BENTON

EDUCATION

	DATE GRADUATED/COMPLETED	DEGREE

HIGH SCHOOL _____

COLLEGE _____

OTHER CERTIFICATES _____

SPECIALIZED SKILLS/TRAININGS _____

_____

MILITARY SERVICE

BRANCH _____ SERVED FROM _____ TO _____

PRIMARY DUTY/SPECIALIZED SKILL _____

OTHER TRAINING OR SKILLS _____

EMPLOYMENT HISTORY (Begin with most recent)

EMPLOYER _____ FROM_____ TO_____

JOB TITLE _____ CITY _____ STATE _____

SUPERVISOR NAME _____ PH# _____

ANNUAL SALARY _____ MAY WE CONTACT THIS EMPLOYER? ___ YES ___NO

DUTIES _____

_____

_____

EMPLOYER _____ FROM_____ TO_____

JOB TITLE _____ CITY _____ STATE _____

SUPERVISOR NAME _____ PH# _____

ANNUAL SALARY _____ MAY WE CONTACT THIS EMPLOYER? ___ YES ___NO

DUTIES _____

_____

_____

VILLAGE OF BENTON

EMPLOYMENT HISTORY (Continued)

EMPLOYER _____   FROM _____ TO _____

JOB TITLE _____   CITY _____ STATE _____

SUPERVISOR NAME _____   PH# _____

ANNUAL SALARY _____   MAY WE CONTACT THIS EMPLOYER? ___ YES ___ NO

DUTIES _____

_____

_____

EMPLOYER _____   FROM _____ TO _____

JOB TITLE _____   CITY _____ STATE _____

SUPERVISOR NAME _____   PH# _____

ANNUAL SALARY _____   MAY WE CONTACT THIS EMPLOYER? ___ YES ___ NO

DUTIES _____

_____

_____

REFERENCES (Exclude relatives)

	NAME	PHONE #	COMPANY	YEARS KNOWN
1.				
2.				
3.				

VILLAGE OF BENTON

ACKNOWLEDGMENT OF APPLICATION

PLEASE READ CAREFULLY:

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 Benton to hire me. If I am hired, I understand that either the Village of Benton 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 Benton has the authority to make any assurance to the contrary.

Information provided and statements made by me in this application are, to the best of my knowledge, complete and true. I understand that if I am employed by the Village of Benton, false information provided or false statements made as part of this application may be considered as cause for dismissal.

APPLICANT SIGNATURE _____   DATE _____

The Village of Benton is an equal opportunity employer. The Village of Benton does not discriminate in employment with regard to race, color, religion, citizenship status, ancestry, national origin, marital status, age, sex, military status, or any other characteristic protected by law.

OFFICE USE ONLY

DATE APPLICATION RECEIVED _____

REVIEWED BY _____

DATE REVIEWED _____

COMMENTS _____

_____

_____

_____