



## Application for Employment

Please review and complete the entire application. Resumes are not accepted in lieu of this completed application. It is important to note that this application was designed for a variety of Village of Yellow Springs positions; therefore, some questions may not be entirely applicable to the position that you are seeking. Nonetheless, please answer all questions accurately. Return the completed application with a copy of your current resume for consideration.

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First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Other Names Used: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Are you 18 years of age or older?  Yes  No

NOTE: If you are under 18, hire is subject to verification that you are of minimum legal age.

Are you legally authorized to work in the U.S. for any employer?  Yes  No

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### POSITION INFORMATION

Position applying for: \_\_\_\_\_ Start date available: \_\_\_\_\_

Desired compensation: \$ \_\_\_\_\_  Hourly  Annually

Do you prefer:  Full-time  Part-time If part-time, hours per week desired: \_\_\_\_\_

Hours you are available to work: \_\_\_\_\_

Days available to work:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Are you able to work any of the following?  Weekends  Holidays  Nights  Overtime

Do you have a shift preference?  Days  Nights  No Preference

Do you have friends and/or relatives working for this company?  Yes  No

If yes, please provide name(s) and relationship(s): \_\_\_\_\_

How did you learn about this opening? \_\_\_\_\_

## WORK EXPERIENCE

Have you previously worked for the Village of Yellow Springs?  Yes  No

If Yes: Position: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Have you ever been involuntarily terminated or asked to resign from any job?  Yes  No

If yes, please explain: \_\_\_\_\_

Please list all previous employment for the prior ten years, beginning with the most recent. Please account for all time periods including unemployment, self-employment and military service. You may exclude organizations which indicate race, color, religion, gender, national origin, disability, or other protected status. *(Attach another sheet of paper if needed)*

Employer:		Phone:	
From	To	Position:	Reason for Leaving:
Supervisor's Name & Title:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:			
Employer:		Phone:	
From	To	Position:	Reason for Leaving:
Supervisor's Name & Title:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:			
Employer:		Phone:	
From	To	Position Held:	Reason for Leaving:
Supervisor's Name & Title:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:			

## EDUCATION

Highest level completed:  High School/GED  Technical School  Associates  Bachelors  Masters  PhD

School Name: \_\_\_\_\_ Course of Study: \_\_\_\_\_

Other education, certifications, training or special skills: \_\_\_\_\_

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## PROFESSIONAL REFERENCES

Identify three persons who know your work, beginning with the most recent.

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Position or Title: \_\_\_\_\_ Company: \_\_\_\_\_ Years Known: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Position or Title: \_\_\_\_\_ Company: \_\_\_\_\_ Years Known: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Position or Title: \_\_\_\_\_ Company: \_\_\_\_\_ Years Known: \_\_\_\_\_

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## AUTHORIZATION AND ACKNOWLEDGEMENTS

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. I understand that this application is not a contract, offer or promise of employment. I acknowledge that employment with the company is on an employment-at-will basis. This means that my employment with the company can be terminated at any time, with or without cause or advance-notice and acceptance of employment is not a contract of employment for any specified time. Similarly, I am free to terminate my employment with the company at any time or reason. This at- will provision may be modified or waived only in a written agreement signed by the company's president and me. | I affirm the information I have provided in this application is true to the best of my knowledge, information and belief, and I have not knowingly withheld any information requested. I understand that withholding or misstating any information requested in this application is grounds for rejection of my application, and that providing false or misleading information in this application is grounds for discharge. | I authorize the company to verify my references, record of employment, education record, and any other information I have provided. Unless otherwise noted, I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company, my former employers and all other persons and entities, from any and all claims, demands or liabilities arising out of or in any way related to such inquiry or disclosure. This application is current for only ninety (90) days. At the conclusion of this time, if I have not heard from the Employer and still wish to be considered for employment, it will be necessary for me to fill out a new application.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

*The Village of Yellow Springs provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Answers to application questions will be utilized for applicable job-related information only.*



## EEO-1 Voluntary Self Identification Form

The Village of Yellow Springs is subject to certain nondiscrimination and recordkeeping and reporting requirements which require the employer to invite employees to voluntarily self-identify their gender and race/ethnicity. Completion of this form is voluntary and will not affect your opportunity for employment, or the terms or conditions of your employment. This form will be used for EEO-1 reporting purposes only and will be kept separate from all other personnel records only accessed by the Human Resources department. Please return completed forms to the HR department.

If you choose not to self-identify your race/ethnicity at this time, the federal government requires the Village of Yellow Springs to determine this information by visual survey and/or other available information.

**NAME:** \_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_

**DATE COMPLETED:** \_\_\_\_\_

**GENDER:**(Please check one of the options)  Male  Female

**RACE/ETHNICITY:**

(Please check one of the descriptions below corresponding to the ethnic group with which you identify.)

**Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

**White** (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

**Black or African American** (Not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.

**Asian** (Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

**Native Hawaiian or Other Pacific Islander** (Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

**American Indian or Alaska Native** (Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

**Two or more races** (Not Hispanic or Latino): All persons who identify with more than one of the above five races.

**I do not wish to disclose.**