

Village of Spencer EMPLOYMENT APPLICATION

Please complete this application by typing or printing in ink.

PERSONAL DATA

Full Name _____

Present Address _____

Street / P.O. Box

City

State

Zip Code

Phone _____

Email Address _____

EDUCATION

High School Diploma/GED/Hi SET? Yes No

Name _____

Location _____

Phone _____

Diploma/Degree/Specialization circle _____

High School _____

College/University _____

Courses & Training _____

WORK EXPERIENCE *(List most recent work experience first.)*

Company Name _____

Immediate Supervisor _____

Company Address _____

Street / P.O. Box

City

State

Zip Code

Job Title _____

Phone _____

Job Description (duties, skills, equipment used)

Dates _____

From (mm/yy)

To (mm/yy)

Reason for Leaving _____

WORK EXPERIENCE

Company Name _____

Immediate Supervisor _____

Company Address _____

Street / P.O. Box

City

State

Zip Code

Job Title _____

Phone _____

Job Description (duties, skills, equipment used)

Dates _____ Reason for Leaving _____
From (mm/yy) To (mm/yy)

Employment Application (Revised 11/2016)

WORK EXPERIENCE

Company _____ Immediate Supervisor _____

Company Address _____
Street / P.O. Box City State Zip Code

Job Title _____ Phone _____

Job Description (duties, skills, equipment used)

Dates _____ Reason for Leaving _____
From (mm/yy) To (mm/yy)

ADDITIONAL

INFORMATION

Other Relevant Experience

Licenses, Certificates, special skills, etc.

REFERENCES (References should have experience with your work history.)

Name _____ Location _____ Phone _____

If you need accommodations for the application or hiring process, please speak with the employer.

Do you need an accommodation to participate in the application or interview process? Yes No

The information that you provide on this application is subject to verification. Falsifications or misrepresentations may disqualify you from consideration for employment or, if hired, may be grounds for termination at a later date.

Do you want to be informed before we contact your present employer? Yes No

With my signature below (typed or written), I certify that all information on this and all attached pages is true, correct and complete to the best of my knowledge and contains no willful falsifications or misrepresentations. I authorize all former employers to release job-related information they may have about me.

Signature _____

Date _____