VILLAGE OF MALVERN

APPLICATION FOR EMPLOYMENT • Equal Opportunity Employer

Instructions: Please complete all applicable sections. If additional space is needed, attach a separate sheet and identify the section. Do not include confidential information such as a Social Security number on this application.

1. POSITION INFORMATION

Position Applied For | **Date Available to Start** | **Desired Pay**

2. APPLICANT INFORMATION

Full Legal Name (Last, First, Middle) | **Preferred Name (optional)**

Street Address | **Apartment / Unit**

City | **State** | **ZIP Code**

Phone Number | **Email Address**

Are you legally authorized to work in the United States? ■ Yes ■ No

If hired, can you provide documentation verifying your identity and authorization to work? ■ Yes ■ No

3. EDUCATION

School / Institution	City / State	Years Attended	Graduated?	Degree / Subjects

Relevant training, certifications, licenses, or special coursework

Computer skills, office software, equipment, or other job-related skills

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APPLICATION FOR EMPLOYMENT • CONTINUED

4. EMPLOYMENT HISTORY

List your most recent employer first. Include additional pages if needed.

Employer Name & Address	Position / Duties	Dates Employed	Final Pay	Reason for Leaving

Which job did you like best, and why?

What did you like most about that job?

May we contact your current employer? ■ Yes ■ No ■ Not applicable

5. REFERENCES

Provide three professional or personal references who are not related to you and have known you for at least one year.

Name	Phone / Email	Relationship / Business	Years Known

6. ADDITIONAL INFORMATION

Activities, volunteer work, or relevant community involvement (optional)

Other information relevant to your qualifications for this position

7. EMERGENCY CONTACT

Name **Relationship**

Phone Number **Alternate Phone Number**

8. APPLICANT CERTIFICATION

I certify that the information provided in this application is true, complete, and accurate to the best of my knowledge. I understand that material misstatements or omissions may disqualify me from consideration or, if employed, may result in termination. I authorize the Village of Malvern to verify information relevant to my application and to contact the references and employers identified above, subject to any contact restrictions I have indicated. I understand that this application does not create a contract of employment.

Applicant Signature

Date

The Village of Malvern is an equal opportunity employer. The Village considers applicants without regard to protected status under applicable law.