

## APPLICATION FOR EMPLOYMENT

**The Village of Almont (the “Village”)** is an equal opportunity employer and does not discriminate on the basis of race (including traits historically associated with race, including but not limited to hair texture and protective hairstyles), color, religion, sex, gender, pregnancy, national origin, age, physical or mental disability, genetic information, height, weight, sexual orientation, gender identity or expression, marital status, military status, or other protected status in accordance with applicable federal, state, and local laws. If you have a disability that impairs your ability to be considered, interviewed, or tested for a position, please let us know what accommodations you may require.

**Please complete the entire application and sign the Authorization and Understanding at the end of the application. If there is not enough space on this form to supply all of the information necessary to answer a question, please attach additional pages. You may complete the application now or return the completed application at a later time. You may show this application to any person of your choice. Please print.**

Date of Application \_\_\_/\_\_\_/\_\_\_

Position(s) Applied For \_\_\_\_\_

Referral Source:                   Advertisement                   Friend                   Relative                   Walk-In  
 Employment Agency                   Other \_\_\_\_\_

If “Friend” or “Relative” is referral source, identify the individual(s). \_\_\_\_\_

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Name \_\_\_\_\_  
  LAST                                  FIRST                                  MIDDLE

Address \_\_\_\_\_  
  NUMBER                  STREET                                  CITY                                  STATE                                  ZIP CODE

Email Address \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Social Security Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
  Area Code

Please supply any other names you have used in school or at any previous job. \_\_\_\_\_

Are you 18 years of age or older?                   Yes      No

Have you filed an application here before?                   Yes      No                  If yes, give date \_\_\_/\_\_\_/\_\_\_

Have you ever been employed here before?                   Yes      No

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

Are any of your friends or relatives employed at the Village?                   Yes      No

If yes, specify. \_\_\_\_\_

Date available for work? \_\_\_/\_\_\_/\_\_\_                  Rate of pay expecting? \_\_\_\_\_

What schedule are you available to work?                   Full Time                   Part Time                   Temporary

Are you on a layoff and subject to recall?                   Yes      No

Can you travel if a job requires it?                   Yes      No

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Have you been convicted of, or pled “no contest,” “nolo contendere” or “guilty” to, a crime, excluding routine traffic offenses?       Yes    No

(Do not answer “Yes” to any questions in this section if the charge, plea, or conviction has been expunged or sealed.)  
(Conviction of a crime does not automatically disqualify you from consideration for employment.)

If yes, describe in detail:

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Are there any felony charges pending against you currently?       Yes    No

If yes, describe in detail:

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Do you hold any professional licenses or certifications?       Yes    No

If yes, list and describe:

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Have you ever had a professional license or certification revoked or suspended?    Yes    No

If yes, list and describe:

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Are you currently under investigation by any agency or department concerning any licensure or certification matter?  
 Yes    No

If yes, list and describe:

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**PERSONAL REFERENCES**  
(No former employers or relatives.)

**Name and Occupation**

**Address**

**Telephone Number**

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## EDUCATION

	High School	College/University	Graduate/ Professional
School Name			
Years Completed	9 10 11 12	1 2 3 4	1 2 3 4
Did you Graduate?	Yes ___ No ___	Yes ___ No ___	Yes ___ No ___
Diploma/Degree			
Course of Study			
Honors Received			
Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities			

Are you presently attending school, or do you plan on furthering your education?  Yes  No  
 If yes, specify the courses being taken and estimate the time commitment:

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## EMPLOYMENT EXPERIENCE

List all jobs in order, starting with your most recent employment. Include military service assignments and volunteer activities in which you received relevant job experience. You may exclude organizations that indicate race (including traits historically associated with race, including but not limited to hair texture and protective hairstyles), color, religion, sex, gender, pregnancy, national origin, age, physical or mental disability, genetic information, height, weight, sexual orientation, gender identity or expression, marital status, military status, or other protected status in accordance with applicable federal, state, and local laws. Attach additional pages, if necessary.

Employer	Telephone ( )	Dates Employed		Work Performed
		From	To	
Address				
Job Title				
Supervisor				
Reason For Leaving				
Employer	Telephone ( )	Dates Employed		Work Performed
		From	To	
Address				
Job Title				
Supervisor				
Reason For Leaving				

Employer	Telephone ( )	Dates Employed		Work Performed
		From	To	
Address				
Job Title				
Supervisor				
Reason For Leaving				
Employer	Telephone ( )	Dates Employed		Work Performed
		From	To	
Address				
Job Title				
Supervisor				
Reason For Leaving				

Are you currently employed?                     Yes    No

May we contact your current employer?  Yes    No

Are you bound by a continuing confidentiality, intellectual property, non-competition, or other restrictive agreement from your current or former employer?                     Yes    No

If yes, list and describe:

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### SPECIAL SKILLS AND QUALIFICATIONS

Summarize special skills and qualifications acquired from employment, military, or other experience.

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**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you able to perform, with or without reasonable accommodation, the essential functions of the job for which you have applied?

Yes \_\_\_\_\_                    No \_\_\_\_\_

Note: If you require a reasonable accommodation, you must notify us. Failure to properly notify the Village may preclude any claim that the employer failed to accommodate the individual's disability.

## AUTHORIZATION AND UNDERSTANDING

I represent that the answers and information given by me in this application are true and complete. I understand that any incomplete, misleading, or false statements in this application or in an interview can result in immediate disqualification or termination, if hired.

I authorize **the Village of Almont** (the “**Village**”) to verify, both at the time of application and later during my employment, if I am hired, any of the information concerning my background, including, but not limited to, my employment, driving record, education, criminal history, or medical history (post-offer only), with the appropriate individuals, companies, institutions, or agencies, and I authorize them to release such information as the Village requires, including my prior disciplinary employment record, without any obligation to give me written notice of such disclosure. I also authorize the Village to release any information requested by any of my prospective or subsequent employers without any obligation to give me written notice of such disclosure. I hereby release the Village and them from any liability whatsoever as a result of any such inquiries and disclosures. This release from liability does not waive or prohibit an individual from filing a charge of discrimination under the laws enforced by the EEOC. I understand that I may have to provide further information to assist in these investigations.

I do not object to signing an employment agreement on confidential information.

I consent to all drug testing and post-offer medical examinations, if required, during the selection process, and, if hired, all drug and alcohol testing throughout employment, if required. I consent to the release of the results of any test to authorized representatives of Village for review, and I release Village, its affiliates, officers, employees, and any person affiliated with the testing from any claims, losses, damages, or other liabilities due to any acts, omissions, or negligence arising from or related to such testing.

I understand and agree that, if I am hired, employment is “at will,” and that either I or the Village can terminate my employment and compensation, with or without cause, and with or without notice, at any time. I acknowledge that no representations, either oral or written, have been made to me to the contrary, and that any pre-existing understandings which contradict an “at will” status of employment are canceled. Further, I understand that only the Village Manager or another authorized executive has any authority to enter into any agreement for employment for any fixed period of time, or to make any agreement contrary to the foregoing, and that any such agreement must be in writing and signed by the Village Manager and me.

In consideration of my employment, I agree to conform to and be bound by the rules, policies, regulations, and terms and conditions of employment of the Village as they exist or are, from time to time, changed. Also, I agree not to begin any claim, action, or lawsuit relating directly or indirectly to employment with the Village or the termination of such employment more than six (6) months after the event complained of (except that a charge filed with the EEOC may be filed within the agency’s 300-day period). I waive any statute of limitations to the contrary. However, I agree that any shorter statute of limitations remains in effect. This shortened period of limitations shall apply to any claim, action, or lawsuit against the Village, its parent, subsidiaries, affiliates, successors and assigns, and its/their current or former employees, members, directors, officers, or agents (“Affiliated People”).

**I KNOWINGLY AND VOLUNTARILY WAIVE ALL RIGHTS TO TRIAL BY JURY OF ALL CLAIMS AND DISPUTES BETWEEN ME AND THE VILLAGE/AFFILIATED PEOPLE.**

This application for employment shall be considered active for sixty (60) days. If I wish to be considered for employment after that time period, I understand that I must inquire at that time whether or not applications are being accepted.

My signature below indicates that I have read, understand, and agree to the above paragraphs.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_