



Village of Montpelier

Employment Application

APPLICANT INFORMATION												
Last Name			First			M.I.		Date				
Street Address								Apartment/Unit #				
City			State			ZIP						
Home Phone			E-mail Address									
Cell Phone			Date Available			Desired Salary						
Position Applied for						Are you available for all shifts, weekends and be on call when required?			YES ☐		NO ☐	
Are you a citizen of the United States?			YES ☐		NO ☐		If no, are you authorized to work in the U.S.?			YES ☐		NO ☐
Have you ever worked for this company?			YES ☐		NO ☐		If so, when?					
Are you laid off and subject to recall?			YES ☐		NO ☐		Can you travel if required for the job?			YES ☐		NO ☐
If resume is submitted, Education, References, and Previous Employment sections are noted required to be completed on this form, provided all pertinent information asked on this form is provided.												
EDUCATION												
High School			Address									
From		To	Did you graduate?		YES ☐		NO ☐		Degree			
College			Address									
From		To	Did you graduate?		YES ☐		NO ☐		Degree / Area of Study			
Other			Address									
From		To	Did you graduate?		YES ☐		NO ☐		Degree / Area of Study			
REFERENCES												
Full Name			Relationship									
Company			Phone									
Address												
Full Name			Relationship									
Company			Phone									
Address												
Full Name			Relationship									
Company			Phone									
Address												

PREVIOUS EMPLOYMENT			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES ☐ NO ☐			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES ☐ NO ☐			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES ☐ NO ☐			
SKILLS, TRAINING, CERTIFICATIONS AND LICENSES			
List skills, equipment, or computer software for which you have training, experience or certification:			
List any certifications or licenses you have that are current and valid:			
List any professional organizations or associations of which you are a member, and list any honors or commendations received:			

PRE-EMPLOYMENT INFORMATION / CONDITIONS

For positions which require driving a village vehicle, I understand that I must be insurable with the Village's insurance carrier. Any offer of employment may be condition upon successful completion of lawful post-offer screening requirements applicable to the position, which may include a drug screen, medical examination, criminal background check, driving-record check, or other job-related requirements. Any medical examination will be conducted only after a conditional offer of employment and in accordance with applicable law.

I agree to wear and use any protective clothing or devices as required, and to abide by established safety rules. I agree to comply with all Village rules, regulations, and policies. I understand that days, hours of work, and or location of a position may be reassigned at the discretion of management.

I certify that the statements made in my application and any subsequent interview(s) that I may have are true and without omission. I authorize the Village of Montpelier to investigate any or all of my statements. I understand that any falsification or omission of material facts in my application may be sufficient cause for disqualification or termination of employment with the Village of Montpelier. I further release any such person, company, institution, or government agency from any liability in disclosing and/or furnishing information to the Village of Montpelier with regard to this application for employment.

Signature

Date

The Village of Montpelier is an equal opportunity employer and does not discriminate on the basis of any status protected by applicable federal or state law. Reasonable accommodations are available to qualified applicants with disabilities during the application and hiring process. Applicants requiring an accommodation should contact the Village of Montpelier.