

APPLICATION FOR EMPLOYMENT

Village of Deerfield
4 N. Main Street
(608)764-5404

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age, sex religion, disability or national origin.

Date / /

Employment Desired

Position	Date You Can Start	Salary Desired	Type of Employment Full-time <input type="checkbox"/> Summer <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/>
Are you employed now? YES <input type="checkbox"/> NO <input type="checkbox"/> If so may we contact your present employer? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Have you ever applied to this company before? YES <input type="checkbox"/> NO <input type="checkbox"/>		Where?	When?

Personal Information

Last Name	First Name	Middle Name
Address (number, Street, City, State, Zip Code)		
Social Security Number	Home Telephone Number	Referred By
E-mail Address	Are you legally entitle to work in the US? ___ Yes ___ No	

Education

High School Graduate or General Education (GED) Test Passed? ___ Yes ___ No						
If no, list the highest grade completed:						
College, Business School, Military (Most recent first)						
Name and Location	Dates Attended Month/Year	Credits Earned		Graduate	Degree & Year	Major or Subject
		Quarterly or Semester Hours	Other (Specify)			
	From			___ Yes ___ No		
	To					
	From			___ Yes ___ No		
	To					
	From			___ Yes ___ No		
	To					
Occupational License, Certificate or Registration	Number		Where Issued		Expiration Date	
Occupational License, Certificate or Registration	Number		Where Issued		Expiration Date	
Occupational License, Certificate or Registration	Number		Where Issued		Expiration Date	
Languages Read, Written or Spoken Fluently Other Than English						

VETERAN INFORMATION (Most Recent)

Branch of Service

Date of Entry

Date of Discharge

General

Special Courses or Training

Experience/Skills Related to the Position for Which You Are Applying

Office/Secretarial Applications

Skill/Aptitude

Years of Experience

Words Per Minute

Software Used (in Word Processing)

Word Processing

Spread Sheets

Employment History (list Present or Most Recent Positions First)

Name of Employer

Address (Number, Street, City, State, Zip Code)

Phone

Type of Business

Department

Your Position

Duties

Name and Position of Immediate Supervisor

Date Employed (Day, Month, Year)

Date Left (Day, Month, Year)

Starting Salary

Final Salary

Reason for Leaving

Name of Employer

Address (Number, Street, City, State, Zip Code)

Phone

Type of Business

Department

Your Position

Duties

Name and Position of Immediate Supervisor

Date Employed (Day, Month, Year)

Date Left (Day, Month, Year)

Starting Salary

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Reason for Leaving

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Your Position

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Name and Position of Immediate Supervisor

Date Employed (Day, Month, Year)

Date Left (Day, Month, Year)

Starting Salary

Final Salary

Reason for Leaving

State any additional information you feel may be helpful to us in considering your application.

Other Experience

In this section, list any job experience not listed above that most directly relates to the job for which you are now applying.

Name of Employer	Address (Number, Street, City, State, Zip Code)
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Phone	Type of Business	Department	Your Position
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Duties

Name and Position of Immediate Supervisor

Date Employed (Day, Month, Year)	Date Left (Day, Month, Year)	Starting Salary	Final Salary
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Reason for Leaving

I certify that the information provided is true and correct.	Signature _____
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